
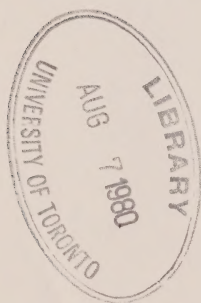


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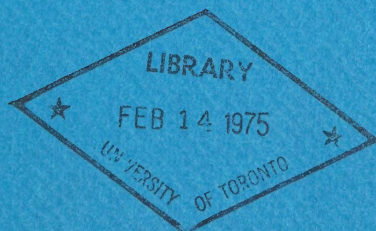
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Ontario
Ministry of Labour
Annual Report
1971-1972

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ONTARIO MINISTRY OF LABOUR

ANNUAL REPORT 1971-1972

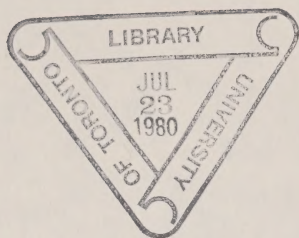
Hon. Fern Guindon, Minister
R.D. Johnston, Deputy Minister

CA20NL
-A56
For the fiscal year
April 1, 1971 to
March 31, 1972.
53rd Annual Report

1

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To His Honour
the Lieutenant-Governor in Council

May it please Your Honour:
The undersigned has the honour to present
the 53rd Annual Report of
the Ministry of Labour for the fiscal year
ending March 31, 1972.

All of which is respectfully submitted.

A handwritten signature in dark ink, reading "Fern Guindon". The script is cursive and fluid, with the first name "Fern" and last name "Guindon" clearly distinguishable.

Hon. Fern Guindon
Minister

On April 1, 1972, following a statement in the Legislature by Premier William Davis, the Ontario Department of Labour became known as the Ontario Ministry of Labour. This break with the past is part of the massive and far-reaching reorganization which the Government of Ontario is currently undergoing.

It is the outcome of recommendations made by the Committee on Government Productivity, headed by Mr. J. B. Cronyn, which was established in December, 1969 to explore ways and means of streamlining the management of the Government's programs and the operations of its day-to-day activities in response to the new demands posed by this and future decades.

As a result, a massive reorganization was inaugurated at the beginning of 1972 in which departments have been reshaped and structured, programs realigned and priorities reviewed. To ensure that the Government of Ontario will meet the challenges of the future in the most forceful and effective manner possible, it is expected that the process of implementation will take place over a considerable period of time and on a continuing basis.

Simple Terms

In its simplest terms, the concept of the new structure of government is the grouping together of 22 former Departments and some 250 Authorities, Boards and Commissions into six new entities. Three of them comprise Policy Fields--Resources Development, Social Development and Justice--each of which is a self-contained group of ministries and agencies with separate but related missions corresponding to a major purpose of government. There are also three separate Ministries which relate to the administration of finance, economics and intergovernmental affairs; revenue; and the provision of services common to the operation of government.

New ministries have been formed within the framework of the Policy Fields and some departments no longer exist in their original form. Based on the review of existing government activities, programs have been realigned, transferred or incorporated with those of other ministries where the goals of such programs were redefined in terms of the objectives of a different Policy Field.

Accordingly, when the parameters were established for the Resources Development Policy Field (into which the Ministry of Labour falls), a number of the activities carried out by the former Department of Labour were reviewed to see whether they rightfully fitted in with the objectives of this Policy Field. As a result of this analysis, a number of the Department's programs have been relocated within other ministries in the two other Policy Fields.

This Annual Report is a record of the functions performed by the Ministry of Labour during the fiscal year beginning April 1, 1971 and ending on March 31, 1972, and outlines the structure of

the former Department of Labour during that period. While maintaining its goal of advancing the well-being of workers and the community by encouraging the productive use of labour, the new Ministry's set of responsibilities will permit an even greater concentration on the challenges of the 1970s in areas directly affecting employment--industrial relations, employment standards, occupational safety, and human rights.

Half Century of Growth

The Ontario Department of Labour was established as a separate department of government in 1919, the same year the International Labour Organization came into being. In the following half century, the tremendous growth and sweeping innovations which have changed our society were reflected in the growth and development of the Department of Labour as its function and scope broadened to keep pace with the needs of the people of this Province.

Labour law in Ontario was first introduced to protect women and children (the only groups covered by the 60-hour work week enforced by The Ontario Factory Act of 1884) and to ensure safe working conditions. When the new Department was set up, with Wallace Rollo as the first Minister of Labour, it was responsible for administering the five Acts concerned with these areas--The Factory Act, The Bureau of Labour Act, The Steam Boiler Act, The Stationary and Hoisting Engineers' Act and The Building Trades Protection Act.

Fifty years later, the Ontario Department of Labour had grown into a complex and many-sided operation concerned with the development and protection of human resources in the widest context of employment, administering and enforcing 22 pieces of legislation designed to safeguard the economic well-being of the Province's working men and women and help them to meet and benefit from social and economic change.

Four Divisions

Among the areas covered by this legislation are included the rights of the individual who is employed, the rights of labour unions and management, safety in industry, the safeguarding of wages and other labour standards, protection against discrimination, the promotion of workers through skill-training programs, and the maintenance of harmonious labour-management relations.

During the fiscal year 1971-72, the activities of the Ministry of Labour divided into four distinct divisions. Those branches concerned with the quality and quantity, protection and productivity of the work force were grouped together under one division called Manpower Services.

The Safety and Technical Services Division--consisting of seven branches--was involved with the safety of workers and the general public. Labour-management relations were handled by the Ontario

Labour Relations Board, the Conciliation and Mediation Services Branch and the Labour-Management Arbitration Commission.

A fourth division incorporated such special services as those provided by the Ontario Human Rights Commission, the Labour Safety Council, and those sections administering support programs for the operational branches of the Ministry, such as the Finance and Administrative Division, the Research, Information Services, and Systems and Automatic Data Processing branches.

Executive DirectorD.E.Hushion

The Manpower Services Division was established in June, 1966 under an Executive Director to co-ordinate the activities of those branches of the Department of Labour directly concerned with the quality, quantity, economic protection and productivity of the work force. They are the Industrial Training Branch, the Employment Standards Branch, the Women's Bureau and the Office of the Athletics Commissioner.

Industrial Training Branch
Director
W.F.Davy

Ontario's expanding economy has created a strong continuing demand for the skills of its work force. "Industrial Training" carries a very definite connotation, signifying those occupationally-directed training programs which are carried out by industry in partnership with the Province's Industrial Training Branch.

To fulfil its role in this highly industrialized society, the Industrial Training Branch has the following objectives:

- a. to ensure an adequate supply of properly trained men and women at the journeyman level through apprenticeship programs;
- b. to provide industry with occupational skills by training the unemployed, and retraining or upgrading the under-employed through short-term, training-in-industry programs;
- c. to develop more flexible and effective methods of conducting industrial training by experimenting with different training techniques including the "modular" or "block" concept;
- d. to establish and maintain standards of proficiency in particular trades through a system of compulsory and voluntary certification.

Apprenticeship Training

The apprenticeship program provides the opportunity to bring together in a common effort the organizations which can contribute to the training of individuals entering industry. To facilitate guidance to apprentices, employers, unions and secondary schools, 78 field counsellors promote apprenticeship throughout the Province.

In each group of regulated trades--construction, motive power and service--registrations increased from 4,930 in 1971 to 6,085 in the year under review. In the non-regulated trades, however, a decrease was evident, from 1,041 to 960. Total contracts in force increased from 18,146 to 18,561.

Resident counsellors in the Toronto office conducted personal interviews with approximately 24,300 members of the public during the fiscal year 1971-72. Information sought ranged through apprenticeship, certification, qualification requirements, employment opportunities and language training to progressive achievement testing. Resident counsellors are qualified in various trades and so can provide the specific advice required by each applicant.

Immigrant tradesmen constitute a major proportion of the persons interviewed. They are counselled in their own language by two qualified staff interpreters who translate their proof of education and trade experience as necessary.

Progressive achievement testing is conducted in 18 centres throughout the Province. The test consists of 366 questions in such areas as English comprehension, numerical ability and mechanical reasoning. Applicants must normally be 19 years of

age or over. During the year there were 2,516 applicants, of whom 1,493 were successful in indicating a level acceptable for admission to apprenticeship training. More than one third of these have already been registered as apprentices. In cases of failure, candidates are interviewed and given advice as to the steps necessary in upgrading to the required level.

A Letter of Understanding signed by the Minister of Education and the Minister of Labour on 30 June, 1971, grants those who apply for registration as apprentices "time" credits for school achievement and trade-related subject credits above the required minimum, and it is proposed to grant them secondary-school credits for successful completion of apprenticeship courses.

Trade Schools

Colleges of Applied Arts and Technology providing apprenticeship courses during the year included George Brown, Centennial and Humber (Toronto), Algonquin (Ottawa), Cambrian (Sault Ste. Marie), Confederation (Thunder Bay), Fanshawe (London), Conestoga (Kitchener and Guelph), Sir Sandford Fleming (Peterborough), Loyalist (Belleville), Mohawk (Hamilton), Northern (Timmins), St. Clair (Windsor), and St. Lawrence (Kingston and Cornwall).

The expanded facilities now permit each apprentice to attend three periods of related training: a basic course during the first year of apprenticeship, an intermediate, and an advanced course before completion of trade contract. Tuition and travel costs are paid, as are allowances ranging from \$43 to \$111 a week.

Related training showed approximately 11,395 apprentices enrolled in the colleges identified above, compared with an almost identical total in the previous two years.

Attendance in each group was as follows: electrician (1,699), plumber (1,091), sheet metal worker (749), carpenter (519), steamfitter (458), refrigeration worker (180), electronic control (113), bricklayer (180), lather (59), ironworker (92), painter and decorator (30), cement mason (31), and plasterer (3); motor vehicle mechanic (3,407), auto body repairer (381), heavy duty equipment mechanic (78), farm equipment mechanic (26), automotive painter (22), motorcycle mechanic (41), alignment and brakes mechanic (23), automotive machinist (23), fuel and electrical systems mechanic (14), transmission mechanic (12); hairdresser (697), chef (197), radio and TV service technician (53), watch repairer (8), baker (38), barber (43); tool and die maker (161), machinist (122), millwright (165), horticulturist (42), small-engine repair mechanic (14), meat cutter (3), railway electrician (2), sprinkler fitter (40), and glazier (24).

Night school courses for apprentices in the non-regulated machine trades were conducted at Conestoga (85) and St. Clair (569).

Private Schools

No change has occurred in the number of private schools licensed by the Director to teach certified trades. Four barbering and 23 hairdressing schools enrolled 52 and 1,181 students respectively, compared with 94 and 1,606 in the previous year.

Certificates of Qualification

As of March 31, 1972, Ontario Regulations were in effect for 32 trades. Of these, air-conditioning and refrigeration workers, barbers, electricians, hairdressers, alignment and brakes mechanics, auto body repairers, fuel and electrical systems mechanics, motorcycle mechanics, motor vehicle mechanics, transmission mechanics, truck trailer repairers, plumbers, sheet metal workers, steamfitters, and watch repairers call for compulsory certification. Only registered apprentices and holders of Certificates of Qualification or Provisional Certificates may work at these trades.

The trades of brick and stone mason, carpenter, cement mason, chef, dry cleaner, farm equipment mechanic, glazier and metal mechanic, lather, automotive machinist, automotive painter, heavy duty equipment repairer, service station attendant, plasterer and radio and TV service technician are open to voluntary certification.

The remaining regulations include bakers, ironworkers and painters and decorators.

Certificates are issued only after examination. Initial issues totalled 10,767, of which motive power trades accounted for 2,739, electricians for 1,556, plumbers for 702 and hairdressers for 1,468. Of the 3,197 granted in the voluntary trades, carpentry was the leading issue with 1,287.

Workers in certified trades who are employed in general industry are exempt from compulsory certification, but may apply voluntarily in order to secure proof of competence.

Examinations for the Inter-Provincial Seal may now be attempted in the trades of air-conditioning and refrigeration worker, carpenter, electrician, motor vehicle mechanic, plumber and sheet metal worker.

Holders of Certificates of Qualification are now recorded on microfilm, and high-speed "readers" permit immediate identification of all details concerning an individual tradesman.

Provincial Advisory Committees

On the recommendation of the Director, the Minister may appoint members of the public for one, two or three years' tenure to advise on matters affecting the various trades. Committees are composed of equal representation from labour and management with a senior member of the Branch as chairman.

The present list is composed of: in the construction trades--air-conditioning and refrigeration worker, brick and stone mason,

carpenter, cement mason, electrician, glazier and metal mechanic, ironworker, lather, construction millwright, painter and decorator, plasterer, plumber and steamfitter, sheet metal worker, terrazzo, tile and marble setter; in the motive power trades--automotive machinist, heavy duty equipment mechanic, motorcycle mechanic, motor vehicle repairer; in the service trades--baker, barber, chef, hairdresser, radio and TV service technician, watch repairer.

Short-term Training in Industry

To help industry meet the need for skills that do not require long training programs, short-term on-the-job training has been introduced as part of the expanded industrial training program.

Depending on the complexity of the skills involved, training periods range from one month to one year. In some instances on-the-job training is supplemented by classroom instruction in co-operation with the Ontario Department of Education. Each program is tailored to the individual needs of the company and the trainee. The Province, in co-operation with the Federal Department of Manpower and Immigration, assists employers in the costs involved.

Such training projects during the year involved 106 skills with 9,925 trainees entering the program. Of these 6,390 graduated to the required level.

The Modular Training System

The modular system of training is based on the principle that to train an individual to do a specific job, it is necessary to determine what tasks make up the job and what skills and knowledge are required to perform the tasks. From a comprehensive job analysis, skills and knowledge components are identified, and those which are closely related in content are grouped to form "blocks" or "modules".

A training profile consists of blocks of basic skills common to all functions in an occupation and blocks of skills required for each specialized job function. Once the individual is equipped with the common blocks of basic training, he can readily acquire new blocks of skill.

The modular training system permits an orderly integration of school and in-plant training. Its flexibility provides the individual with unlimited opportunity to extend his training in response to changing work requirements or personal ambition and to increase his choice of occupation. At the same time, the system assists employers in training to their particular requirements those individuals who already have the basic skills and knowledge.

The enthusiastic acceptance of the modular training system necessitated the development of a multitude of modular examinations

to assess individuals participating in training programs conducted by their employers or offered by the Colleges of Applied Arts and Technology. Examination officers of the Industrial Training Branch worked closely with instructors in the field and co-ordinated the efforts of groups of specialists to produce the pre-tests and final tests used in the modular training system.

Individuals who successfully pass a pre-test, and so demonstrate that they already possess the skills and knowledge required by a particular block, obtain accreditation for that block. Training time is saved, morale is raised, and new challenges are readily accepted. Others receive accreditation for a block when they successfully complete the test at the conclusion of each block of training.

A system of accreditation has been developed to provide the individual with a portable record of his occupational capability and training achievements. The record is contained in the Qualification Record Book which includes an identity card, a brief explanation of the modular training system, change-of-address card, the master training and accreditation matrix, and the list of blocks which the individual has successfully completed.

Projects and Programs

During 1971-72 a number of projects were initiated and others completed; established training programs were refined or expanded; and new programs, many of them modular, were introduced. The following examples reflect the scope and variety of these projects and programs.

- a. In April, 1971 an analysis of the stationary engineering occupation was completed, and in November, 1971 a modular training program was approved by the Board of Review. Examinations were developed for all mandatory blocks. A program of training will be offered by community colleges across the Province in September, 1972.
- b. In April and May of 1971, tests designed for common-core modular blocks created for the Canadian Appliance Manufacturing Association were validated. In October, 1971 the testing program which had been conducted only in Toronto was made available in Sudbury, London and Ottawa. By January, 1972 the testing program was being conducted at Colleges of Applied Arts and Technology throughout the Province.
- c. Acting on a request from the Canadian Appliance Manufacturing Association, the Industrial Training Branch investigated the possibility of granting modular credits to trainees successfully completing relevant courses designed and offered by the Colleges of Applied Arts and Technology. It was decided that trainees could obtain accreditation for ITB modules or blocks only by passing ITB modular examinations.
- d. In May, 1971 a study of the electrical construction industry

was undertaken to determine the adequacy of the existing training system, to evaluate the impact of technological changes on the industry, and to assess the validity of the occupational categories as defined for regulatory purposes. The field work has been completed and the information assembled for a final report to be published.

- e. In June, 1971 a final report was published on a study of the mechanical component of the construction industry. In November, 1971 a seminar was held at Queen's Park with representatives of labour and management to discuss the impact which this report would have on those employed in refrigeration, air-conditioning, steamfitting, plumbing, and sheet metal work. No decisions were made pending publication of the report of the Task Force on Industrial Training.
- f. In 1971 a pilot project was authorized to train selected maintenance workers of the Proctor and Gamble Company in Hamilton. An eight-week course conducted at the Mohawk College of Applied Arts and Technology was followed by four months of on-the-job training. The success of the project encouraged four other companies in the area to participate in programs which will continue until the winter of 1973.
- g. Modular blocks continued to be developed and refined for the carpentry trade during 1971-72. A new composite trade examination was also developed.
- h. In the Sarnia area, courses designed for instrument technicians, electricians, and those in the mechanical trades were successfully conducted at Lambton College of Applied Arts and Technology. New blocks on advanced and applied electronics were developed for those in the instrument and electrical trades. A program for building maintenance mechanics is being considered and several new programs have been tailored for workers at Polymer Corporation Limited, Canadian Industries Ltd., Fibreglass Canada Limited and Dome Petroleum. A program for process operators was proposed. Procedures are being developed to evaluate the success of the completed and current programs.
- i. A modular training program initiated in 1969 for instrument mechanics at Millhaven Fibres and offered at the St. Lawrence College of Applied Arts and Technology in Kingston neared its successful conclusion.
- j. Two new modular programs were developed for Falconbridge Nickel Mines--one for welders specializing in flame cutting and one for repair crew helpers.
- k. A job analysis was completed and a modular program developed for process mechanics at the Kimberley Clarke plant in Huntsville. It is expected that the program will be implemented during the summer of 1972.
- l. In January, 1972 an analysis of the following jobs was undertaken at Mansfield-Denman-General in Barrie: utility man, lubrication mechanic, maintenance mechanic, steamfitter,

industrial electrician, industrial auto mechanic. Plans were made to implement a modular program for employees in this company and ten others in the Barrie industrial community.

- m. During 1971-72 workers in the machinist tool and die trades successfully completed the modular program offered at the Conestoga College of Applied Arts and Technology. The program, which has grown from 14 modules to 36, provides workers with a broader range of skills and knowledge of value to industries in the Kitchener-Waterloo area.

Task Force on Industrial Training

Because of the need to keep industrial training a modern, resilient and viable system a Task Force has been formed under the chairmanship of Dr.W.R.Dymond, formerly Assistant Deputy Minister of the Federal Department of Labour and now Chairman of the Public Administration Department of the University of Ottawa.

This group was looking at the whole direction in which industrial training should point in the next decade. It has been studying the situation during the fiscal year 1971-72 not only in Ontario but in other jurisdictions as well. It has received briefs from scores of corporations, unions, educational institutions, and individuals. It has held workshops representing as wide a representation as possible of people interested in industrial training.

Report of contracts of apprenticeship in trades
with regulations

Trade	Active During fiscal year				Active
	Apprentices April 1, 1971	Registrations	Completions	Cancellations	Apprentices March 31, 1972
Building Trades	8,130	2,694	1,830	703	8,291
Air-conditioning and refrigeration	280	103	58	27	298
Brick and stone mason	142	32	23	40	111
Carpenter	629	260	108	61	720
Cement mason	54	11	8	16	41
Electrician	3,074	1,013	705	187	3,195
Fabricator and metal mechanic	6	48	1	2	51
Ironworker	126	71	16	20	161
Painter	139	66	29	60	116
Painter and decorator	61	18	12	19	48
Plasterer	18	6	6	3	15
Plumber	1,621	527	385	110	1,653
Sheet metal worker	1,271	370	310	104	1,227
Steamfitter	709	169	169	54	655
Motive Power Trades	5,723	2,522	1,334	796	6,115
Alignment and brakes	38	11	11	4	34
Auto body	640	358	162	132	704
Auto machinist	48	17	6	7	52
Auto painter	59	27	27	17	42
Farm equipment mechanic	0	36	0	0	36
Fuel and electric	27	16	6	8	29
Heavy duty equipment	122	90	18	28	166
Motorcycle	45	59	15	10	79
Motor vehicle mechanic	4,670	1,861	1,058	573	4,900
Service station attendant	48	26	27	8	39
Transmission	22	14	4	9	23
Truck trailer	4	7	0	0	11
Service Trades	1,787	869	493	482	1,681
Baker	30	26	10	5	41
Barber	165	57	49	55	118
Chef	268	154	45	65	312
Dry cleaner	4	10	0	4	10
Hairdresser	1,144	564	351	323	1,034
Radio and television	142	50	26	25	141
Watch repairer	34	8	12	5	25
Total	15,640	6,085	3,657	1,981	16,087

Report of contracts of apprenticeship in trades
without regulations

Trade	Active Apprentices April 1, 1971	During fiscal year			Active Apprentices March 31, 1972
		Registrations	Completions	Cancellations	
electrician					
plant maintenance	170	166	38	21	277
power station maintenance	98	63	20	11	130
horticulture-landscaper	52	14	11	10	45
industrial machinist	341	102	84	40	319
industrial mechanic					
instrument repair	45	14	16	3	40
millwright	350	63	60	35	318
industrial pipefitter	70	24	20	2	72
tool and die maker	771	125	198	102	596
welder, arc and gas	46	15	17	8	36
others	563	374	172	124	641
Total	2,506	960	636	356	2,474

Report of comparative apprentice registrations
in trades having regulations

Fiscal year ending March 31	Registrations	Certificates issued	Cancellations	Active Apprentices
1963	2,682	1,469	825	7,207
1964	3,241	1,316	738	8,309
1965	4,243	1,543	950	9,813
1966	4,174	1,565	1,662	10,613
1967	5,598	2,281	1,523	12,407
1968	5,315	2,738	1,546	13,438
1969	5,524	2,393	1,553	14,916
1970	5,845	2,460	1,724	16,577
1971	4,930	3,510	2,357	15,640
1972	6,085	3,657	1,981	16,087

Report of comparative registrations in
trades without regulations

Fiscal year ending March 31	Registrations	Certificates issued	Cancellations	Active Apprentices
1963	311	144	78	603
1964	486	154	65	870
1965	948	178	111	1,529
1966	838	355	169	1,841
1967	1,551	524	229	2,639
1968	1,136	594	295	2,886
1969	876	818	370	2,574
1970	1,164	780	276	2,682
1971	1,041	902	315	2,506
1972	960	636	356	2,474

Progressive achievement tests. 1971-72

Centre	Tests written	Passed	Failed	Percent passed
Cornwall	0	0	0	0
Hamilton	264	195	69	73.9
Kenora	1	1	0	100.0
Kingston	14	11	3	78.6
Kitchener	175	113	62	64.6
London	202	111	91	55.0
North Bay	0	0	0	0.0
Orillia	89	54	35	60.7
Ottawa	88	39	49	44.3
Owen Sound	48	37	11	77.1
Pembroke	1	0	1	0.0
Peterborough	42	32	10	76.2
Sault Ste. Marie	3	2	1	66.7
St. Catharines	61	35	26	57.4
Sudbury	99	63	36	63.6
Thunder Bay	15	9	6	60.0
Timmins	27	18	9	66.7
Toronto	1,271	708	563	55.7
Windsor	116	65	51	56.0
Total	2,516	1,493	1,023	59.3

Summary report of examinations for certificates
of qualification

Compulsory trades	Examinations held*	Apprentices		Students		Journeyman	
		Passed	Failed	Passed	Failed	Passed	Failed
air-conditioning and refrigeration	167	44	7			58	58
electrician	1,996	665	60			769	502
plumber	933	357	16			248	312
sheet metal	627	287	41			171	128
steamfitter	654	177	36			135	306
alignment and brakes	34	11	5			12	6
auto body	458	139	33			95	191
diesel endorsement	63	0	0			53	10
fuel and electrical	54	7	2			19	26
motorcycle	97	17	0			74	6
motor vehicle mechanic	3,024	1,008	209			784	1,023
transmission	34	5	3			10	16
truck trailer	17	0	1			6	10
barber	352	45	23	54	6	116	108
hairstresser	2,167	341	51	1,009	118	443	205
Sub total		10,677	3,103	487	1,063	124	2,993
						2,907	

*Includes reviews completed during this period.

Non-compulsory trades	Examinations	Apprentices		Students		Journeyman	
	held*	Passed	Failed	Passed	Failed	Passed	Failed
bricklayer	18	10	5			0	3
carpenter	125	96	19			4	6
cement mason	0	0	0			0	0
lather	27	24	3			0	0
painter and decorator	21	2	17			1	1
plasterer	33	29	4			0	0
auto machinist	25	7	2			13	3
auto painter	52	24	11			6	11
heavy duty equipment	323	32	3			174	114
service station attendant	38	24	0			13	1
chef	208	36	14			89	69
dry cleaner	8	0	0			4	4
radio and television	149	26	24			44	55
watch repairer	72	12	3			45	12
Sub total	1,099	322	105	0	0	393	279
Grand total	11,776	3,425	592	1,063	124	3,386	3,186

*Includes reviews completed during this period

Interprovincial examinations attempted with results of 70% or better:

Red Seals issued to journeymen - 1046

auto body (8), electrician (482), motor vehicle mechanic (370),
plumber (136), radio and television repair (19), refrigeration (29),
steamfitter (2).

Red Seals issued to apprentices - 1481

auto body (24), carpenter (6), chef (4), electrician (496),
industrial electrician (1), motor vehicle mechanic (558),
plumber (317), radio and television repair (12), refrigeration (32),
sheet metal (4), steamfitter (27).

Certificates of qualification issued					
Trades	Initial Issue	Renewals	Duplicate	Reciprocal	Current Holders
air-conditioning and refrigeration	77	1,816	6		1,721
barber	234	8,370	38		9,481
electrician					
construction and maintenance	1,465	10,172	70	28	23,050
domestic and rural	0	327	3		749
maintenance	91	472	4		1,080
hairdresser	1,468	24,343	474		28,020
qualified instructor		413	3		456
motive power					
alignment and brakes	21	51	1		112
auto body	261	3,299	18	2	5,937
fuel and electrical	19	294	2		531
motorcycle	137	126			429
motor vehicle mechanic	1,988	18,574	137	15	35,346
MVM and auto body	0	522	2		941
MVM and diesel	0	446	2		848
partials	0	0			38
transmission	17	5			27
truck trailer	296	71			502
plumber	702	4,722	49	11	10,233
sheet metal worker	463	2,943	24	1	6,190
steamfitter	298	2,567	19	1	5,631
watch repairer	33	1,562	4		1,482
Total	7,570	81,095	856	58	132,804

Interim certificates issued

hairdresser	1,018	28	2,738
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Voluntary certificates issued

brick and stone	328	1	334
carpenter	1,287		1,388
cement mason	25		233
chef	126	3	1,087
dry cleaner	6		116
glazier and metal	171		194
lather	19		503
motive power			
automotive machinist	157		381
automotive painter	45	3	1,049
farm equipment	59		62
heavy duty equipment	696	2	2,773
service station attendant	104		442
plasterer	98	1	100
radio and television	76	1	1,938
Total	3,197	11	10,600

Licences issued to private trade schools during the year ending December 31, 1971

Trade	Renewed	In force December 31, 1971
barber	4	4
hairdresser	23	23
Total	27	27

Applications for apprenticeship and certificates

Compulsory trades	Apprenticeship	Certificates of Qualification
air-conditioning and refrigeration	98	77
barber	73	126
electrician	1,084	1,225
hairstresser	713	726
motive power:		
alignment and brakes mechanic	17	14
auto body repairer	419	234
diesel endorsement	5	92
fuel and electrical systems mechanic	25	28
motorcycle mechanic	51	109
motor vehicle mechanic	2,134	1,239
transmission mechanic	14	9
truck trailer repairer	15	228
plumber	596	489
sheet metal worker	406	249
steamfitter	188	481
watch repairer	9	42
Sub total	5,847	5,368
Voluntary trades	Apprenticeship	Certificates of Qualification
brick and stone mason	47	1,028
carpenter	293	1,911
cement mason	10	
chef	164	147
dry cleaner	13	4
glazier and metal mechanic	21	203
lather	77	
motive power:		
automotive machinist	14	50
automotive painter	27	33
farm equipment mechanic	40	84
heavy duty equipment mechanic	88	686
service station attendant	34	122
plasterer	17	94
radio and television service technician	56	103
Sub total	901	4,465
Non-certified trades	Apprenticeship	Certificates of Qualification
baker	40	
ironworker	85	
painter and decorator*	24	4
Sub total	149	4
Non-regulated trades	Apprenticeship	Certificates of Qualification
	951	
Sub total	951	
Grand total	7,848	9,837

*4 applications for certificates held pending voluntary certification of trade in May 1972

Report on short-term training projects developed
in industry

Occupations	Firms involved	Entered training		Graduates	
		Male	Female	Male	Female
air-conditioning and heating	3	8	0	6	0
air survey and service	4	8	0	14	0
auto accessories	8	332	2	181	0
business forms	3	231	20	71	23
chemicals and carbides	6	193	186	197	102
construction materials	3	92	0	74	0
data control and processing	4	29	9	30	7
electric products and equipment	3	54	11	39	10
electronics and components assembly	9	168	227	109	110
engineering	4	214	0	108	0
fisheries	3	74	0	32	0
food chains and service	8	124	154	102	100
furniture	9	154	43	43	21
garments	26	73	715	34	326
glass	5	197	160	202	127
heavy duty equipment	3	48	0	64	0
hospital services	3	19	4	9	0
logging	8	34	0	30	0
lumber	5	64	0	54	0
machinery and pumps	4	56	0	41	0
metal fabricating and processing	7	92	17	20	0
mining	13	1286	0	825	0
mobile homes	3	48	0	97	0
newspaper	4	49	6	49	0
nursing aides	3	0	66	0	23
office supplies	3	28	4	14	0
paper	3	43	0	59	0
plastics	5	24	0	31	0
printing	4	154	8	0	2
public transportation	4	331	2	261	2
rubber and tire	8	251	6	206	6
service stations	9	19	0	0	0
shoes	4	11	106	7	58
steel	7	336	0	177	0
textiles	14	118	316	58	186
tool and die	11	166	0	169	0
television and radio	3	71	139	3	48
miscellaneous	80	2031	494	1402	421
Total number of occupations = 106	306	7230	2695	4818	1572

Employment Standards Branch
Director
M.E.Howard

This Branch administers The Employment Standards Act, The Industrial Standards Act, The Employment Agencies Act and Schedules prescribing fair wages on government contracts. The legislation protects employees against exploitation in many areas.

The Branch employs 69 field auditors and 12 regional managers. The auditors, several of whom speak more than one language, work in all parts of the Province, examining pay rolls on both a complaint and a routine basis.

In the 1971-72 fiscal year 9,742 investigations were completed. Arrears of \$2,852,007.22 were collected from 11,011 employers on behalf of 51,855 employees. A comparative breakdown with comparison to last year, and other Branch data, appears in the Statistical Section of this report.

The Branch disseminates information through the radio and television media as well as by means of speaking engagements with various employer groups, unions, service clubs and educational groups. The Branch also provides service to the storefront operation known as "Services for Working People".

They continued the close liaison with the Northern Affairs Branch which was commenced in 1971. In this manner they were able to make information and services available to those in Northern Ontario. The Northern Affairs officers work out of the Ministry of Labour offices in Sudbury, Sault Ste. Marie and Thunder Bay as well as 25 other locations in Northern Ontario. Through this organization, services to most of the remote locations were provided. These officers have received training in the requirements of The Employment Standards Act. This co-operation enables the Employment Standards auditors to spend more time in the auditing and investigating of complaints.

To improve the complaint handling, the Branch has re-organized the field operation by adding an extra region to the Toronto and Hamilton area, installing a new region in Sudbury and moving the Sault Ste. Marie office to Thunder Bay. This will assist in providing better service and speedier handling of complaints.

Staff Training

An Employment Standards Certificate Course, established in 1971, was continued. Approximately 70 per cent of the field staff have taken advantage of this instruction. The course is offered on a lecture basis to all staff in the Metropolitan Toronto area. Personnel residing in other parts of the Province are offered the same course by correspondence.

On the successful completion of six subjects, Ryerson Polytechnical Institute and the Ministry of Labour will issue a certificate for the course. The subjects offered are Accounting I, Accounting II, Auditing, Business Law, Applied Psychology, Business Communications, Economics and arrangements are being made for a course in Industrial Relations.

Regular staff meetings attended by regional managers are held

to discuss problems arising out of difficult situations and to keep supervisory personnel up to date on policy. They in turn ensure that this information is distributed to those concerned. In addition, each regional manager arranges for periodical meetings with his staff to review progress, control production and keep them informed as to legislative and policy changes.

The Employment Standards Act

This Act sets out standards for working hours, minimum wages, overtime pay, pay for holidays worked, vacations with pay, equal pay for equal work, and for a wage statement each pay day. The Act and the Regulations have been amended to provide added protection and better benefits.

A completely new section requires the employer to give advance notice of termination or payment in lieu. Where 50 or more are to be terminated in a four-week period, the employer must notify the Minister who then institutes action to help re-establish these employees in other employment. This type of legislation is the first of its kind in Canada. Employers are co-operating and employees are benefiting from the new section.

The Industrial Standards Act

Provisions for fixed schedules of wages and hours and days of labour in specified industries in designated zones is contained in this Act.

The zones and industries are designated and defined by the Minister of Labour. Upon the petition of the employer or employee representatives of an industry, a conference is convened by an Employment Standards auditor who is also an Industrial Standards officer.

The Director of Employment Standards has power under the Act to designate some industries as inter-provincially competitive, and when this is done provisions may be included in the schedules for employers and employees in these industries to be assessed to provide revenue for enforcement of schedules.

In each zone for which an Industrial Standards schedule is in effect, an advisory committee representative of the industries affected is established by the Minister.

In addition, the entire Province is designated as one zone as far as six categories of clothing industry are concerned, since these have been determined in the past to be inter-provincially competitive. They include the ladies' cloak and suit industry, ladies' dress and sportswear industry, the fur industry, the men's and boys' clothing industry, the men's and boys' cap and hat industry and the millinery industry.

Fair Wage Schedules on Government Projects

By establishing a policy of inserting schedules which set out fair wage rates and reasonable labour conditions, an atmosphere of fair competition has been developed. This policy ensures that employees are assured of a fair rate of pay for work performed. Contractors and sub-contractors are protected from unfair wage competition when they bid on government contracts.

Fair wage schedules are obtained from the Employment Standards Branch before tenders are invited for specific projects. When contracts are let, the wage schedules and the labour conditions become an integral part of the particular contract. Fair wage schedules and labour conditions are provided for government departments and agencies such as the Ministry of Government Services, the Ministry of Transportation and Communications, the Ontario Water Resources Commission and the Ontario Housing Corporation.

It is the responsibility of the officers of this Branch to ensure that the terms included in the fair wage schedules and labour conditions are observed. This is achieved through job-site interviews with employees and is followed up by pay roll audits. Any violation of these schedules or conditions is corrected.

The Employment Agencies Act

This Act is administered by a Supervisor who controls the licensing and regulating of employment agencies in Ontario. This legislation has a broad coverage, being applied to any business which for a fee, reward or other remuneration either assists employers to obtain employees or helps people find employment.

Currently individuals, partners of a partnership or corporation may be licensed to operate one of four classes of agencies. Class A agencies are concerned with finding persons for employment. No fee can be charged by this class to the person found for employment. The other three classes may charge a fee to the persons for whom they find employment but the amount of the fee is limited by regulations.

Further restrictions on these three classes concern occupation. Class B employment agencies may not find employment for persons as sitters or home-makers. Class C agencies find employment for sitters and Class D agencies seek employment for sitters and home-makers only.

The rapid growth of the employment agencies business in recent years has occurred mainly within the Class A area, where fees are charged to employer-clients. Of licences issued during the current period about 88 per cent were for Class A agencies. Several of these licences cover more than one location from which an agency is operated.

Licensees may carry on employment agencies that recruit personnel in specific occupations and levels of employment. Some

licensees in these cases prefer to operate more than one employment agency. They are required to obtain a licence for each business and each licence must be for the same classification of employment agency.

Investigation of Agencies

Agency operations come under the close scrutiny of the Supervisor. The administration of the Act involves investigation of the agency to determine their compliance with legislation. These inspections can be a long process, involving applicants for jobs and employers as well as the employment agency.

During the current year the request for information and services from the Supervisor indicated a growing interest in the employment agency business. Assistance was provided to licensees on matters relevant to the operation of their agencies and to persons seeking information respecting applying for a licence or on other matters involving employment agencies.

EMPLOYMENT STANDARDS BRANCH

PAYROLL INSPECTIONS

April 1, 1970 to April 1, 1971
March 31, 1971 to March 31, 1972

Routine investigations

2,475 475

Complaints and assignments

6,717 9,267

Total Investigations

9,192 9,742

ARREARS COLLECTED

April 1, 1970 to April 1, 1971
March 31, 1971 to March 31, 1972

Number of Employers
1971 1972 Number of Employees
1971 1972

Minimum Wage

\$ 164,681.89 \$ 152,132.31

905 785 4,472 2,645

Collection of Wages

324,285.83 693,017.69

1,639 3,178 6,164 6,682

Overtime Pay

738,485.68 653,744.72

2,419 1,896 16,776 11,513

Equal Pay for Equal Work

477,415.07 488,615.52

37 49 1,129 3,673

Vacation Pay

761,216.26 732,297.59

4,344 4,839 30,340 26,720

Industrial Standards

46,615.31 21,932.76

134 46 658 167

Fair Wage

62,240.54 33,325.40

93 20 609 155

*Termination of Employment

not reported 76,941.23

NIL 198 NIL 300

Totals

\$2,574,940.58 \$2,852,007.22

9,571 11,011 60,148 51,855

OVERTIME PERMITS ISSUED

April 1, 1970 to April 1, 1971
March 31, 1971 to March 31, 1972

100 hours a year

718 405

special overtime

446 409

HANDICAP PERMITS AND HOMEWORKER PERMITS

handicap permits

150 77

homeworker permits

366 332

FAIR WAGE SCHEDULES-GOVERNMENT CONTRACTS

number of contracts

1,145 1,116

dollar value of contracts

\$356,679,411 \$520,923,241

*Termination of employment reported for period January 1972 to March 1972 only

Women's Bureau
Director
Miss E.M.Neville

The Women's Bureau was established in 1963 in recognition of the growing importance of women to our economy. Since then, Ontario's female labour force has grown by almost a third of a million. In 1971 they numbered 1,110,000 and slightly more than one out of every three workers in the Province is a woman.

The Bureau is essentially concerned with the fuller utilization of Ontario's women workers. To achieve this objective and to promote equal training and employment opportunities for women, the Bureau operates four interlocking programs of legislation, counselling, education and research.

Legislation

The administration and enforcement of The Women's Equal Employment Opportunity Act was assigned to the Women's Bureau in December, 1970. This Act, passed by the Ontario Legislature in June, 1970, was the result of two years of intensive research by the Bureau into the problems of employment discrimination against women. The Act prohibits discrimination based on sex or marital status in recruitment, hiring, training and apprenticeship, transfer, promotion and dismissal. It applies to men as well as women in all companies employing six or more employees. Employment agencies and publishers are bound by the legislation. Dismissal for pregnancy is prohibited and all employers with 25 or more employees are required to provide up to 12 weeks' maternity leave for their women workers with one year of service or more.

In the enforcement of this legislation, the Bureau's approach is one of education and conciliation. Settlement of disputes is effected through consultation with both parties. Only when such efforts fail are the stronger legal sanctions applied. During the first year of administration, all but one of 283 complaints were successfully resolved through this conciliatory approach. One board of inquiry was appointed.

The largest number of complaints received involved discriminatory recruitment policies, followed by job classifications and separate seniority lists which restricted job opportunities for both men and women. Other complaints, in descending order of frequency, included advertising infractions, discriminatory training and promotion policies, and dismissal. A total of 2,600 enquiries were received concerning the legislation. Of these, a substantial number involved implementation of the maternity leave provision of the Act.

As well as enforcing the Act, the Bureau's investigating officers provide technical advice to facilitate compliance with the Act. This involved consultations with a total of 88 companies and unions.

Women's Bureau Careers Centre

Over the past 15 years the most rapid rate of increase in labour

force participation has been among married women over 35. Owing to the discontinuity in their work lives, this group has a special need for advice on training and employment. Accordingly, in 1967 the Women's Bureau established its Careers Centre, an occupational counselling service for the mature woman wishing to return to the labour force after raising a family.

The Centre is staffed by professional consultants who assist clients to arrive at realistic career objectives. It operates on a permanent basis in the Toronto Office and on a rotational basis in the regional offices at Windsor, Hamilton and London. The Centre's counsellors participate on a part-time basis in the "Services for Working People", a storefront office in downtown Toronto designed to assist new Canadians.

In four years of operation 2,285 women have received in-depth interviews while several thousand have been given occupational information by telephone or letter.

Vocational Information for Girls

The obstacles faced by the Careers Centre clients in re-equipping themselves for the labour force prompted the Women's Bureau to develop a program to encourage more long-range career planning on the part of girls. The introduction of merit employment legislation has accelerated the need for this program.

Special vocational information is needed to make female students aware that they may expect to work for 25 years or more, and that their educational and training qualifications must be consistent with their changing occupational outlook.

In an effort to carry these messages beyond the urban centres, the Bureau's Travelling Careers Exhibit, launched in 1970, completed a tour of Ontario secondary schools. During the past year, the Bureau produced an updated edition of its widely used "Career Selector" series of publications. Through the co-operation of the Department of Education, this series is distributed throughout the Province for use by guidance personnel and other educators, as well as individual parents and students. A new vocational information pamphlet, "14 Ways to Train for a Better Job", was produced for the population served by the "Services for Working People" centre.

Liaison with guidance personnel and educators was accelerated, notably to generate a climate in the schools whereby the career choices of students are compatible with the principle of equal employment opportunity.

Research

The Bureau's research program identifies and interprets trends in the work life of women as a basis for program and legislative decisions. Research undertakings include both primary and secondary studies resulting in published reports, pamphlets and

information literature. During the past year the Bureau, in cooperation with the Research Branch, conducted a preliminary study of the prevalence of sex-based differentials in employee benefit plans. In addition, a number of statistical studies were carried out in connection with the Equal Employment Opportunity legislation, both for internal use and in response to the many enquiries from the public.

Information Service

With the advent of The Women's Equal Employment Opportunity Act, the Bureau is committed to develop a broad public education program on the philosophy and provisions of this merit employment legislation. During the past year staff members undertook numerous speaking engagements to interpret the legislation.

In addition, the Bureau conducts an on-going program of public information through distribution of its literature, television and radio appearances, provision of source material for articles and programs on working women, and a specialized pamphlet and clipping library for the use of the public. Approximately 87,400 pieces of Bureau literature were distributed during the past year.

Summary of complaints in respect of employment
April 1/71 to March 31/72

Classification	Caseload	Settlements Effectuated by Investigating Officers	Dismissed	Boards of Inquiry	Carried Forward
Recruiting/Hiring	83	66	16	-	1
Training/Promotion/ Transfer	27	15	12	-	-
Dismissal	28	15	13	-	-
Employment Agencies	17	15	-	-	2
Job Classification/ Seniority System	64	25	34	-	5
Advertising	30	30	-	-	-
Maternity Leave	18	15	1	1	1
Miscellaneous	3	-	3	-	-
Total	270	181	79	1	9

Office of the Athletics Commissioner
Commissioner
L.M.McKenzie

The Athletics Commissioner, under the direction and control of the Minister of Labour, assists in the administration of The Athletics Control Act and the Regulations made under the Act. In its administrative principles, this legislation provides for the supervision of all amateur and professional boxing and wrestling contests and exhibitions in Ontario.

An important part of the work of the Athletics Commissioner is to issue licences to boxers and wrestlers and to other persons concerned with boxing and wrestling contests and exhibitions, and to assist, promote and encourage organized amateur sports and sport associations.

During the fiscal year 1971-72, a total of 826 boxing and wrestling licences were issued, bringing a revenue of \$7,543. Tax receipts from professional boxing and wrestling events amounted to \$23,776.03.

Assistance to Amateur Sports

New equipment was donated to over 1,400 associations sponsoring such minor amateur sport as softball, baseball, basketball, football, hockey, lacrosse, soccer, track and field events, boxing and wrestling. Approximately 125,000 athletes were connected with these associations.

Donations in the form of trophies, plaques, crests and medals were made to individuals and teams winning Ontario Championships. This form of assistance to and encouragement of minor amateur sport represented an expenditure of \$151,595.48.

Printed material, such as rules and regulations on sports, instructional pamphlets and score cards, is provided free of charge.

Grants

Assistance in the form of financial grants during the year amounted to \$25,850.

The Canadian Amateur Ski Association's National Ski Team fund received a grant of \$3,000.

The Hamilton Canusa Games Committee received a grant of \$500 to assist them in staging the 14th Annual Canusa Games.

A grant of \$400 was given to the Thunder Bay Branch of the Amateur Athletic Union of Canada, to assist their branch in the various sports under their supervision.

The Ontario Rugger Union received a grant of \$400 to assist them in sending Ontario teams to compete in the Eastern Canada Championship in Montreal.

A grant of \$750 was given to the Burlington International Games committee to assist them in sending participants to Burlington, Vermont, for international competition.

The Ontario Racquetball Association received a grant of \$200 to assist in sending Ontario athletes to the Canadian National Racquetball Tournament in Edmonton.

The Canamer Games committee received a grant of \$500 to assist them in hosting the Third Annual Canamer Games in Brantford.

A grant of \$500 was given to the Orillia Majors Baseball Club to assist in the expenses of their trip to attend a Canadian Tournament in Regina.

The Ontario Baseball Association received a grant of \$750 to assist in the purchase of awards and administrative costs.

The Toronto '76ers Track Club received a grant of \$500 to assist in the expenses of the club's trip to the National Track and Field Championships in Winnipeg.

A grant of \$1,000 was given to the Galt Hornets Senior Hockey Club to assist them to participate in international competition in Sweden and the Aurora Midget Hockey Club received a grant of \$750 to assist them to travel to Sweden.

The Downsview Minors Soccer Club received a grant of \$1,000 to assist them to travel to Edmonton to compete in the Canadian Championships.

A grant of \$1,000 was given to the Westwood Young Generation to assist them in sending the Westwood Mio Majors and the Westwood Hawks soccer teams to Canadian Championships in western Canada.

The Central Ontario Wrestling Association received a grant of \$900 to assist in sending athletes to compete in tournaments in the United States.

The Ontario Minor Lacrosse Association received a grant of \$750 to assist in administrative costs and the promotion of lacrosse in outlying areas of the Province.

A grant of \$600 was given to the Hamilton Northstar Bantam Hockey Team to assist in defraying the cost of their trip to Minnesota to take part in hockey games.

The St. Clair Modern Pentathlon Club received a grant of \$400 to assist them in the purchase of equipment and awards.

Administrative Assistance

Grants were made to the following organizations to assist in their administrative programs for 1971: Ontario Rural Hockey Association, \$750; Ontario Rural Softball Association, \$600; Ontario Amateur Softball Association, \$600; Ontario Water Polo Association, \$750; Ontario Weightlifting Association, \$750; the Ontario Table Tennis Association, \$600; the Ontario Amateur Basketball Association, \$750; Ontario Amateur Speedskating Association, \$1,000.

The following organizations received grants to assist in the purchase of equipment: Ontario Region, Canadian Water Ski Association, \$500; Ontario Fencers' Association, \$1,000; Ontario Ski Council, \$3,000; Ontario Section, Canadian Amateur Swimming Association, \$1,000; Ontario Amateur Boxing Association, \$400; and the Northwestern Ontario Track and Field Association, \$250.

OFFICE OF THE ATHLETICS COMMISSIONERSTATEMENT OF REVENUE FOR YEAR ENDING MARCH 31, 1972Professional Wrestling

Tax			\$23,098.07
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Licences:

Professional Wrestling Licence, Class 1	(3) @ \$500.		1,500.00
Professional Wrestling Licence, Class 2	(327) @ 5.		1,635.00
To take part in exhibitions	(275) @ 5.		1,375.00
To referee exhibitions	(9) @ 10.		90.00
To referee exhibitions	(11) @ 25.		275.00
			<u>27,973.07</u>

Professional Boxing

Tax			677.96
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Licences:

Professional Boxing Licence, Class 1	(4) @ 500.		2,000.00
Professional Boxing Licence, Class 2	(7) @ 5.		35.00
To take part in contests and exhibitions	(38) @ 5.		190.00
To referee contests and exhibitions	(12) @ 2.		24.00
To manage boxers	(1) @ 5.		5.00
To act as second at contests and exhibitions	(28) @ 2.		56.00
			<u>2,987.96</u>

Amateur Boxing

Licence to hold contests or exhibitions	(60) @ 5.		300.00
Licence to referee contests or exhibitions	(42) @ 1.		42.00
			<u>342.00</u>

Amateur Wrestling

Licence to hold contests or exhibitions	(8) @ 2.		<u>16.00</u>
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\$31,319.03

REVENUE RECEIVED FOR LICENCES ISSUED, 1971-72

<u>Type of Licence</u>	<u>Amount</u>
<u>Professional Wrestling:</u>	
Professional Wrestling Licence, Class 1	\$1,500.00
Professional Wrestling Licence, Class 2	1,635.00
To take part in exhibitions	1,375.00
To referee exhibitions	365.00*
<u>Professional Boxing:</u>	
Professional Boxing Licence, Class 1	2,000.00
Professional Boxing Licence, Class 2	35.00
To take part in contests and exhibitions	190.00
To referee contests and exhibitions	24.00
To manage boxers	5.00
To act as second at contests and exhibitions	56.00
<u>Amateur Boxing:</u>	
For holding contests or exhibitions	300.00
To referee contests and exhibitions	42.00
<u>Amateur Wrestling:</u>	
For holding contests and exhibitions	16.00
<hr/>	
Total	\$7,543.00

* 9 licences @ \$10. each, 11 licences @ \$25 each.

Licences Issued 1971-72

<u>Type of Licence</u>	<u>Number of Licences</u>
<u>Professional Wrestling:</u>	
Professional Wrestling Licence, Class 1	3
Professional Wrestling Licence, Class 2	327
To take part in exhibitions	275
To referee exhibitions	20
<u>Professional Boxing:</u>	
Professional Boxing Licence, Class 1	4
Professional Boxing Licence, Class 2	7
To take part in contests and exhibitions	38
To referee contests and exhibitions	12
To manage boxers	1
To act as second at contests and exhibitions	28
<u>Amateur Boxing:</u>	
Licence to hold contests or exhibitions	60
To referee contests and exhibitions	42
<u>Amateur Wrestling:</u>	
For holding contests and exhibitions	8
Total	826

ASSISTANCE TO AMATEUR SPORT 1971-72

Equipment and Awards	<u>\$151,595.48</u>
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Financial Grants:

Ontario Rural Hockey Association	750.00
Ontario Region, Canadian Water Ski Association	500.00
National Ski Team, Canadian Ski Association	3,000.00
Hamilton Canusa Games Committee	500.00
Thunder Bay Branch, A.A.U. of Canada	400.00
Ontario Rugger Union	400.00
Ontario Rural Softball Association	600.00
Ontario Amateur Softball Association	600.00
Burlington International Games	750.00
Ontario Racquetball Association	200.00
Canamer Games, Brantford	500.00
Orillia Majors Baseball Club	500.00
Ontario Baseball Association	750.00
Toronto '76ers Track Club	500.00
Galt Hornets Senior Hockey Club	1,000.00
Ontario Water Polo Association	750.00
Aurora Midget Hockey Club	750.00
Downsview Minors Soccer Club	1,000.00
Ontario Weightlifting Association	750.00
Westwood Young Generation	1,000.00
The Ontario Table Tennis Association	600.00
Ontario Amateur Basketball Association	750.00
Ontario Amateur Speedskating Association	1,000.00
Central Ontario Wrestling Association	900.00
Ontario Fencers' Association	1,000.00
Ontario Minor Lacrosse Association	750.00
Ontario Ski Council	3,000.00
Ontario Section, Canadian Amateur Swimming Association	1,000.00
Hamilton Northstar Bantam Hockey Team	600.00
Ontario Amateur Boxing Association	400.00
St. Clair Modern Pentathlon Club	400.00
Northwestern Ontario Track and Field Association	250.00
	<u>25,850.00</u>

\$177,445.48

Executive Director
H.Y.Yoneyama, P.Eng.

The Safety and Technical Division directs a number of activities in the development and administration of safety legislation, namely the study of hazards and their control; publication of codes and standards; review and examination of designs; licensing and certification of installations, contractors and personnel; field enforcement of statutes and regulations; and training of inspectors.

The Division acts as co-ordinating head of seven operational branches: Industrial Safety, Construction Safety, Elevating Devices, Boilers and Pressure Vessels, Operating Engineers, Energy, and Uniform Building Standards. Liaison is also maintained with other agencies of government and the private sector.

During the fiscal year the Department conducted inspections for the Federal Department of Labour under an agreement providing authority for the provincial safety inspectors to conduct inspections of federal public service premises and premises operated by the private sector but coming under federal jurisdiction. The staff of the Industrial Safety, Boilers and Pressure Vessels and Elevating Devices branches of the Division carry out the inspections.

The Codes and Standards Section, under the direction of a professional engineer, prepared design and performance standards to meet the need for safety and protection in our highly technological society and, in addition, assisted the operating branches in the preparation of regulations.

The Training Engineer assists in bridging the gap between new standards and their application by the inspection forces. Knowledge of new equipment, materials and processes, as well as the art of written and oral communication, supervision and leadership are included in training course subject matter.

Under the guidance of the Executive Director, the Acts and Regulations administered by the seven operational branches are continually reviewed and updated to reflect current objectives.

Industrial Safety Branch

Director

J. McNair, P.Eng.

This Branch is concerned with the protection of persons in industrial establishments and for this purpose administers The Industrial Safety Act. In addition, the Branch carries out inspections under The Canada Labour Code, Part IV for the Canada Department of Labour.

During the year, Bill 90 was given third reading and Royal Assent. This Act will replace the existing legislation and, when proclaimed in force, will be The Industrial Safety Act, 1971.

The Director of the Branch is a Professional Engineer and for the purposes of certain sections of the Act, is the Chief Inspector. The Branch has two main sections--engineering services and field services--together with the necessary clerical staff.

Engineering Services

Headed by the Chief Engineer, the engineering staff reviews drawings and specifications of factories, shops, office buildings and grain elevators and foundry ventilation systems prior to their construction or alteration. The examination includes a check of the structural stability of the buildings, the means of egress to be used in an emergency, and possible health and fire hazards which may be related to the processes to be carried on in the industrial establishments.

Any necessary amendments are shown on the drawings, thus enabling them to be incorporated during construction rather than the more costly process of effecting changes to what has already been built.

The policy of providing the services of professional engineers in District Offices as well as in Toronto was continued during the year, with engineers in Windsor, London, Kitchener, Hamilton and Ottawa. The engineers reviewed drawings of 3,873 projects to a total value of \$591,460,025. Revenue of \$462,987 was derived from the fees charged for this service. In addition, the engineers provided professional advice to the field staff while making 343 inspections.

Under the Chief Engineer, there are 11 professional engineers on the staff--six in Toronto and one each in Ottawa, Kitchener, London, Windsor and Hamilton.

Field Services

The field inspection staff make inspections of industrial establishments and issue corrective directions regarding unsafe machines and practices, inadequate ventilation, fire safety, sanitary facilities and poor housekeeping. Many of their visits are at the invitation of management, who often seek and value the advice of the officers when contemplating the introduction of new machines or processes which may be hazardous. They also investigate complaints and resolve labour-management differences where safety is concerned.

The staff is organized in 12 Regions, each with a manager, located in District Offices--in Toronto (5), Windsor, London, Kitchener, Hamilton (2), Kingston and Sudbury.

The Automatic Data Processing System, providing pre-printed information on the report forms for cyclical inspection and the subsequent statistical and control data, has been a useful addition to the tools available to develop more effective use of the inspection forces. The directions left by the inspectors are automatically followed up and re-inspections made where necessary. Non-compliance with the requirements of the legislation resulted in 22 charges being laid and a total of \$6,600 in fines being levied.

 Summary of statistics

	1970-71	1971-72
Non-fatal accidents reported	61,528	61,402
Fatalities: Industrial Safety Act	41	39
Canada Labour Code	5	5
Inspections	70,816	65,918
Directions issued	43,572	38,624
Directions completed	40,805	36,742
Revenue	373,612	462,987
Personnel	126	126

Statistics for the Fiscal Year ending March 31st, 1972

<u>Subject of Complaints</u>	<u>Upheld</u>	<u>Not Upheld</u>	<u>Total</u>
Excess hours.....	-	1	1
Childs labour.....	4	2	6
Machinery.....	50	36	86
Fire hazards.....	16	14	30
Sanitation.....	67	60	127
Heat and light.....	32	36	68
Fumes and dust.....	57	81	138
Miscellaneous.....	89	123	212
	—	—	—
TOTAL	315	353	668

Industrial Diseases

Aluminum Poisoning.....	2
Asbestosis.....	2
Asthma.....	2
Bronchitis.....	5
Carrot Poisoning.....	4
Cement Poisoning.....	3
Chrome Poisoning.....	1
Dermatitis and other Rashes.....	506
Dust (Unclassified).....	5
Eczema.....	6
Hepatitis.....	5
Lead Poisoning.....	12
Lung Congestion (Unclassified).....	2
Mononucleosis.....	1
Radiation.....	2
Respiratory Infection.....	3
Ring Worm.....	2
	—
TOTAL	563

61,446 Accidents and Industrial Diseases.

44 of the above were fatal.

1,563 Accidents were investigated.

There were 33 explosions causing injuries to 29 employees 7 of these were fatal.

1 of the above total explosions was not within our jurisdiction.

200 Machines and equipment were tagged out of order.

38,624 Directions were issued.

36,742 Directions were completed.

TABLE I Report of number of Inspections by Industry, April 1st - March 31, 1972

INDUSTRY	INSPECTIONS (1)	SPECIAL VISITS	TOTAL
MANUFACTURING	24,115	2,359	26,474
Food and Beverages	3,093	156	3,249
Tobacco products	23	4	27
Rubber products	253	42	295
Leather products	281	25	306
Textile products (except clothing)	588	85	673
Knitting mills	119	10	129
Clothing	664	19	683
Wood products	2,005	122	2,127
Furniture and fixtures	1,363	65	1,428
Paper and allied industries	603	105	708
Printing, publishing and allied industries	1,498	62	1,560
Primary metal	635	190	825
Metal fabricating (except Mach. & trans.equip.)	4,939	412	5,351
Machinery (except electrical machinery)	1,264	146	1,410
Transportation equipment	1,210	259	1,469
Electrical products	1,117	175	1,292
Non-metallic mineral products	1,239	133	1,372
Petroleum and coal products	96	13	109
Chemical and chemical products	1,109	172	1,281
Miscellaneous manufacturing	1,924	158	2,082
Miscellaneous mfg. incidental to other industries	92	6	98
CONSTRUCTION	2,116	58	2,174
TRANSPORTATION, STORAGE AND COMMUNICATION	2,557	86	2,643
Transportation	1,718	71	1,789
Storage (including grain elevators)	443	13	456
Communication	396	2	398
PUBLIC UTILITIES	520	28	548
TRADE	25,323	590	25,913
Wholesale trade	6,335	238	6,573
Retail trade	18,988	352	19,340
FINANCE, INSURANCE AND REAL ESTATE	882	32	914
SERVICE	6,285	113	6,398
Education and related service	49	3	52
Health and welfare service	239	3	242
Religious organizations	-	-	-
Recreation service	125	-	125
Business service	276	11	287
Personal service	4,429	50	4,479
Miscellaneous service	1,167	46	1,213
PUBLIC ADMINISTRATION AND DEFENCE	837	17	854
UNSPECIFIED OR UNDEFINED	-	-	-
TOTAL	62,635	3,283	65,918

(1) Inspections made with respect to the enforcement of the Acts and Regulations administered by the Department of Labour

TABLE 2. Directions of Officers to Employers under The Industrial Safety Act, 1964, April 1st, 1971 - March 31st, 1972

INDUSTRY	Subjects of Directions (1)																	
	Ins sections		TOTAL	Fire Escapes etc.	Plans to be submitted	Elevators and Hoists	Guarding Machinery	Heat	Light	Ventilation	Sanitation	Seats for Women	Toilets etc.	Dressing Room Matron etc.	Hair Covering	Child Labour	Miscellaneous	TOTAL
Boiler	Other Pressure Vessels																	
MANUFACTURING	24	267	291	1,695	180	1	10,967	21	35	1,311	1,727	2	31	6	43	6	5,413	25,729
Food and beverages	4	17	21	229	20		1,185	1	10	32	178		8	1	3		898	2,586
Tobacco products	1	4	5	8			117		2		1						24	51
Rubber products	4	4	5	21	2		114		1	18	372	1					148	314
Plastic products	1	2	3	51	2		145		2	17	317		1				88	216
Textile products	1	1	1	352	2		332	1	2	29	36	1			2		267	746
Knitting mills		1	1	14			37						1				30	87
Clothing	1	37	38	68	29		327	1	1	71	17		1		4		113	281
Wood products	1	11	14	19	12		377	1	1	64	110		4		4		113	281
Furniture and fixtures	3	2	5	67	4		397	1	1	48	59		2		5		352	1,137
Paper and allied industries	3	15	18	114	5		261	1	1	34	117		6		4		352	939
Printing, publishing and allied industries	3	15	18	114	5		261	1	1	34	117		6		4		352	939
Primary metal	2	10	10	20	34		534	4	1	125	177		2		12	1	1,029	2,361
Metal fabricating (except mach. & trans. equip.)	2	18	18	70	26		2,417	4	1	256	288		2		1		1,624	5,029
Non-metallic mineral products	13	13	13	100	12		1,119	2	3	103	83		2		2	1	837	2,361
Transportation equipment	3	4	4	115	23		478	2	1	110	94		1		1		553	1,501
Electrical products	3	24	27	47	23		478	2	1	110	94		1		1		553	1,501
Non-metallic mineral products	2	11	13	102	14		462	2	3	97	155		1		1		665	1,515
Petroleum and coal products	2	26	29	136	16		896		1	92	113		1		1	1	587	1,515
Chemical and allied products	3	3	4	7			42			1	5						29	88
Miscellaneous manufacturing	1	3	4	7														
Miscellaneous mfg. incidental to other industries	1	3	4	7														
CONSTRUCTION	2	32	34	48	18		335			26	28		2				236	727
TRANSPORTATION, STORAGE AND COMMUNICATION		53	53	173	12		344	1	4	56	70		2		1	1	447	1,167
Transportation		47	47	91	8		195		1	37	35		1		1		329	745
Storage (including grain elevators)		3	3	61	1		103	1	2	16	21						87	237
Communication		3	3	61	1		103	1	2	16	21						31	165
PUBLIC UTILITIES	1	10	11	30	1		101	1	1	19	17						168	349
TRADE	11	436	447	1,651	118	1	2,038	9	110	267	842	2	13		3	3	2,681	8,198
Wholesale trade	4	64	68	349	78	1	791	1	4	60	164		8				983	2,477
Retail trade	7	372	379	1,312	40		1,247	8	106	207	678	2	5		3	3	1,698	5,721
FINANCE, INSURANCE AND REAL ESTATE	1	4	5	347	9	3	39	5	22	16	41						63	550
SERVICE	5	53	58	216	4	1	483	6	8	43	199		7		1	2	363	1,391
Education and related service		2	2	8			21		1	1							10	43
Health and welfare service	2		2	12	1		41	1			8						21	86
Religious organizations																		
Recreation service	1	1	1	11			9										5	29
Personal service	1	14	15	115			239	4	2	2	10		3			2	163	777
Miscellaneous service	1	36	37	48	3	1	140		1	21	39		2				134	426
PUBLIC ADMINISTRATION AND DEFENSE	1	19	20	65	4		187	1	5	28	25		5				153	513
UNSPECIFIED OR UNDEFINED																		
TOTAL	45	874	919	4,255	346	9	14,454	44	185	1,766	2,949	4	60	14	44	11	13,524	38,624

(1) Directions given for the protection of the health and safety of employees or any persons in a factory, shop or office building.

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Table 3 Distribution of Employees in Industry, April 1st, 1971 - March 31, 1972

INDUSTRY	MALE	FEMALE	TOTAL EMPLOYEES
MANUFACTURING	1,100,825	301,883	1,402,708
Food and beverages	97,764	22,815	120,579
Tobacco products	3,408	1,010	4,418
Rubber products	20,809	7,169	27,978
Leather products	14,369	2,193	16,562
Textile products (except clothing)	38,490	8,672	47,162
Knitting mills	5,945	729	6,674
Clothing	21,083	2,314	23,397
Wood products	31,495	7,578	39,073
Furniture and fixtures	25,959	5,592	31,551
Paper and allied industries	73,270	15,391	88,661
Printing, publishing and allied industries	30,051	11,055	41,106
Primary metal	151,664	23,450	175,114
Metal fabricating (except mach.trans.equip.)	127,841	39,001	166,842
Machinery (except electrical machinery)	54,129	24,114	78,243
Transportation equipment	175,586	39,991	215,577
Electrical products	108,635	46,747	155,382
Non-metallic mineral products	34,589	8,847	43,436
Petroleum and coal products	4,979	1,227	6,206
Chemical and chemical products	40,651	20,292	60,943
Miscellaneous manufacturing	39,133	13,306	52,439
Miscellaneous mfg. incidental to other ind.	975	390	1,365
CONSTRUCTION	18,637	5,506	24,143
TRANSPORTATION, STORAGE AND COMMUNICATION	63,227	15,333	78,560
Transportation	36,553	8,090	44,643
Storage (including grain elevators)	4,036	1,192	5,228
Communication	22,638	6,051	28,689
PUBLIC UTILITIES	10,842	4,140	14,982
TRADE	197,390	51,637	249,027
Wholesale trade	46,076	23,652	69,728
Retail trade	151,314	27,985	179,299
FINANCE, INSURANCE AND REAL ESTATE	6,459	1,685	8,144
SERVICE	40,243	8,402	48,645
Education and related service	977	580	1,557
Health and welfare service	3,020	491	3,511
Religious organizations	-	-	-
Recreation service	673	117	790
Business service	3,450	1,631	5,081
Personal service	26,034	3,941	29,975
Miscellaneous service	6,089	1,642	7,731
PUBLIC ADMINISTRATION AND DEFENCE	25,908	14,755	40,663
UNSPECIFIED OR UNDEFINED	-	-	-
TOTAL	1,463,531	403,341	1,866,872

Construction Safety Branch
Engineer and Chief Officer
R.K.Cleverdon, P.Eng.

This Branch is concerned with the safety of workmen engaged in the construction, alteration, repair, demolition or removal of buildings or other structures, streets and highways, in the excavation of trenches and in underground work in shafts and tunnels, caissons, cofferdams and work under compressed air on such projects.

The Branch, which is headed by a professional engineer, is responsible for the administration of three pieces of legislation concerning the safety of workmen on construction projects.

The Trench Excavators' Protection Act

The inspection and enforcement of the requirements of The Trench Excavators' Protection Act is carried out by over 1,100 municipal trench inspectors appointed by 882 local municipalities. Provincial inspectors instruct, advise and assist the municipal trench inspectors, and directly enforce the Act in unorganized territories in the territorial districts of Northern Ontario.

An annual report must be prepared by the senior municipal trench inspector for the council of his municipality, giving statistical information on the length of trenches excavated and other relevant data. Approximately 1,800 miles of trenches were excavated in Ontario in 1971. Reports were received from the inspectors of 723 of the 882 municipalities, giving an effective picture of the scope of operations under this Act.

Six workmen were killed on trenching projects; three of these deaths were caused by cave-ins. Further details appear in the tables in the Statistics Section.

The Construction Safety Act

The responsibility for carrying out inspections and enforcing the requirements of The Construction Safety Act is placed on 107 of the larger municipalities in Ontario, who have appointed 281 inspectors for this purpose. The remainder of the Province is covered by provincial inspectors.

Mandatory appointments are required to be made by three regions, one district, 34 counties, 34 cities, six separated towns, one separated township, four local municipalities with over 50,000 population, five boroughs of Metropolitan Toronto, and 19 local municipalities with over 5,000 population in the territorial districts.

Thirty-five workmen were fatally injured on projects under The Construction Safety Act, 33 occurring within the municipalities required to appoint an inspector and two within unorganized territory under provincial inspection. Details appear in the tables in the Statistics Section.

Regulation 214

This Regulation, made under Section 11 of The Department of Labour Act, deals with such underground work as the construction of shafts, tunnels, caissons, cofferdams and projects under compressed air. It is enforced throughout Southern Ontario by four construction safety officers specializing in the work, and in Northern Ontario by the construction safety officers located there.

During the year, 538 projects were under inspection under this Regulation, of which 134 were tunnels over 50 feet in length. The total length of tunnels under inspection was over 38 miles, and 13 of these projects were carried out under compressed air.

There were over 22,000 decompressions of compressed-air workers during the year but none of these men reported a case of compressed-air sickness. No workmen were fatally injured on caisson projects or in tunnelling during 1971. There has only been one fatality due to a cave-in in a tunnel project in Ontario in the past eight years.

Branch personnel comprised the chief officer (professional engineer), three district engineers (professional engineers), one technical services engineer (professional engineer), 18 construction safety officers, four stenographic and clerical staff. Construction safety officers are located in Hamilton, Kitchener (2), London, Kingston, Ottawa, Sudbury and Thunder Bay, and ten work from the Toronto office.

CONSTRUCTION SAFETY BRANCH

 Summary of inspectors' annual reports
 The Trench Excavators' Protection Act
 Calendar year 1971

Number of Inspectors appointed	1,124*
Number of Notices received	31,234
Total length of trenches for which notices were received	9,633,264 lin. ft. (approx. 1824 miles)
Number of Informations laid	42
Number of Convictions	21
Total amount of fines	\$8,250
Fatalities on projects under The Trench Excavators Protection Act	6
Number of Stop Work Orders	640
Number of Orders to Comply	2,113
Number of Inspections reported	81,714

*Number of inspectors recorded in annual reports submitted as at March 31, 1972
 (723 Local municipalities out of 882)

Summary of inspectors' annual reports
The Construction Safety Act.
Calendar year 1971

Number of Inspectors appointed	281
Number of Inspections	116,281
Number of Informations laid	584*
Number of Convictions	291*
Total amount of fines	\$74,852.00
Number of Fatalities on projects under The Construction Safety Act.	35**
Number of Stop Work Orders	5,198
Number of Orders to Comply	33,472

**33 of 35 fatalities occurred in municipalities required to appoint an inspector under The Construction Safety Act and two occurred in territorial districts.

Reports received from 105 of 107 municipalities required to appoint an inspector.

(*62 of the informations were directly laid by the Department of Labour resulting in 19 convictions and \$3,580.00 in fines)

Inspections By Construction Safety Officers
April 1, 1971 to March 31, 1972

The Trench Excavators' Protection Act

1. Joint inspections with municipal inspectors	2,092
2. Inspections by Provincial Construction Safety Officer in areas where he was inspector (Unorganized territories in Territorial Districts)	13
3. Other independent inspections and calls on trench inspectors.	596
<hr/>	
TOTAL	2,701

Inspections By Construction Safety Officers
April 1, 1971 to March 31, 1972.

The Construction Safety Act.

1.	Joint inspections with municipal inspectors	4,411
2.	Inspections by Provincial Construction Safety Officer in areas where he was inspector (Unorganized territories in Territorial Districts)	232
3.	Other independent inspection (e.g. in areas where no inspector is appointed)	236
4.	Promotional and public relations calls (i.e. on Clerks, Wardens, etc.)	955
TOTAL		5,834

Projects Inspected Under Regulation 214

April 1, 1971 to March 31, 1972

Projects Under Compressed Air.

No.	Contractor	Location	Pressure		No. of Decompressions		Total	No. of cases of bends
			Min.	Max.	Shift workers	Supervisors etc.		
68/220	Robert McAlpine Ltd.	Toronto	4	13	50	14	64	N11
69/63	Cristan Construction Co. Ltd.	Toronto	5	22	1574	301	1875	N11
69/268	S. McNally & Sons Limited	Toronto	3	13	144	82	226	N11
*69/274	S. McNally & Sons Limited	Toronto	5	13	7090	2355	9445	N11
70/10	Keystone Contractors Limited	Windsor	3	14	28	4	32	N11
70/251	Valentine Enterprises Contract.	Toronto	2	11	2420	460	2880	N11
70/313	S. McNally & Sons Limited	Hamilton	4	8	2566	599	3165	N11
70/320	Jno. Maguire Contracting Co. Ltd.	Toronto	4	11	755	205	960	N11
71/130	Cristan Construction Co. Ltd.	Scarborough	4	12	1298	627	1925	N11
*71/170	Jno. Maguire Contracting Co.	Toronto	4	9	1094	579	1673	N11
*71/215	Cristan Construction Co. Ltd.	Toronto	6	9	178	65	243	N11
*71/397	Ontario Underground Co. Ltd.	Toronto	4	9	12	5	17	N11
*71/399	Dibco Underground Limited	Niagara Falls	8	9	119	45	164	N11
TOTAL					17,328	5,341	22,669	N11

* Project still in Progress April 1, 1972.

PROJECTS UNDER REGULATION 214 - APRIL 1, 1971 to MARCH 31, 1972

INSPECTION SUMMARY

	Projects under inspection	Completed During	C/F to Next Year	Length of Tunnel, Feet		Projects under compressed air	No. of Inspections	No. of Directions	No. of Inspections with no Directions
				Less Than 60" dia.	60" dia. and over				
Long Tunnels	134	94	40	4,092	170,717	13	1,787	661	1,370
Short Tunnels (under 50')	136	119	17	10,695	1,593	-	641	93	579
Jacked Tunnels	109	96	13	10,644	1,003	-	393	109	320
Large Caissons	3	2	1	N/A	N/A	-	2	-	2
Augured Caissons	119	103	16	N/A	N/A	-	676	51	640
Cofferdams, Underpinning, etc.	37	27	10	N/A	N/A	-	349	106	263
<u>TOTAL:</u>	538	441	97	25,431	173,313	13	3,848	1,020	3,174

Elevating Devices Branch
Chief Inspector
F.W.Ehmke

The over-all program objective of the Elevating Devices Branch is directed towards the safe mechanical condition of equipment and safety of those riding or operating elevating devices and construction hoists in Ontario. The safe mechanical condition of these devices is enforced under The Elevators and Lifts Act and The Construction Hoists Act.

The Chief Elevator Inspector administered and enforced these Acts and their Regulations with the assistance of a staff of 72 at the close of the fiscal year under review. Of these, one was a professional engineer, eight were regional managers and 42 were inspectors. At that time there were 18,656 elevating devices and 159 construction hoists actively operating in Ontario.

The Branch is also responsible for licensing the operation of such installations, investigating equipment failures or accidents arising from their use, and reviewing drawings and specifications for new installations or proposed alterations to existing installations.

The owner of the installation, as defined in these two Acts, is required to maintain the installation in a safe operating condition, to operate only when licensed, and to advise the Chief Inspector of any accidents occurring on same.

Contractors

During the year there were 80 registrations of contractors, seven of which were first registrations.

Drawings

A total of 1,214 drawings and specifications were reviewed; 1,144 concerned new installations and 70 involved major alterations. Fifty-nine drawings for workmen's hoists were also reviewed. There were 366 revised drawings reviewed under The Elevators and Lifts Act.

Inspections

A total of 37,665 inspections was carried out during the year. This figure includes inspections of elevating devices which are not applicable under The Elevators and Lifts Act. There were 9,421 safety tests witnessed, 103 of which resulted in functional failure on the initial tests. The inspectors are authorized under The Canada Labour Code, Part IV, to inspect installations under federal jurisdiction, located in Ontario.

There were 41,311 directions issued during the year for improvement and licensing--12,337 dealt with freight elevators and 23,676 with passenger elevators.

Shut-downs were ordered in 1,566 cases and the devices remained shut down until unsafe conditions were remedied. There were 200 installations dismantled, of which 114 were freight and 26 were

passenger elevators. During the year under review, inspections of construction hoists increased from 1,701 to 1,732. Of these, 528 were on workmen's hoists.

Owners of elevating devices reported 746 accidents during the fiscal year, involving 817 persons. Of the 667 injured, 557 were riding escalators and injuries were, in most cases, attributed to passenger carelessness. There were no fatal accidents. There were two construction hoist accidents which resulted in two persons being injured.

Prosecutions

Seven charges were laid during the fiscal year which resulted in convictions. All charges were laid under The Elevators and Lifts Act and Regulations.

The seven charges under The Elevators and Lifts Act and Regulations were as follows: one for failure to submit drawings prior to commencing an installation; one for commencing an installation without notifying the Chief Inspector; one for operating without a licence; three for operating in an unsafe condition; and one for not complying with the inspector's directions.

The fines levied by the court on these seven charges totalled \$1,185.

Licences

A total of 18,684 initial, duplicate, transfer and renewal licences was issued during the year, covering all types of elevating devices. There were 11,700 licences issued for passenger and 4,553 for freight elevators.

Licences for construction hoists totalled 297, an increase of 45 from the previous year's total.

Revenue

Under The Elevators and Lifts Act revenue was \$683,694.41 and under The Construction Hoists Act revenue was \$41,406.11.

ELEVATING DEVICES BRANCH

1971-72 Inspections									
Type of Installation	New inst.	Sub.	M.A.	Ann.	Spec.	Call	Safety pass	Safety fail	Total
passenger elevator	971	196	52	9,701	2,141	3,100	6,453	32	22,646
h.p. passenger	3			168	24	36	131	3	365
freight elevator	57	28	9	4,235	902	2,606	2,287	61	10,185
h.p. freight				24	4	29	7	2	66
freight and passenger elevator	10	2		48	8	31	39	1	139
class A d/w	51	19	4	1,241	124	420	105		1,964
h.p. class A d/w	1			10		12			23
class B d/w	3	3		110	23	81	18	1	239
h.p. class B d/w				8	4	7	1		20
escalator	40	9		568	64	308			989
incline lift	6	5		25	20	28	31	2	117
manlift				113	17	61			191
ski tow rope	11	5	4	13	166	101			300
ski tow T bar	21	11	1	1	129	34			197
ski tow J bar			1		11	1			13
poma lift					16	7			23

Inspection of Construction Hoists

Installation	Inspections		Total	Miscellaneous	Total
	First	Repeat			
MATERIAL HOISTS	212	992	1204	333	1537
WORKMEN'S HOISTS	66	462	528	124	652
TOTAL	278	1454	1732	457	2189

*Calls re shut-downs, re-instate, dismantled, accidents and miscellaneous
(non-revenue) inspections.

Accident report period ending March 31, 1972 (accumulative)

TYPE OF INSTALLATION	Total Accidents Reported	Accidents Investigated	CAUSE OF		ACCIDENT Other	PERSONS INJURED				NOT INJURED
			Equip. Failed			Minor	Serious	Fatal	Total	
PASSENGER ELEVATOR	90	29	14		77	76	6		82	11
H. P. PASSENGER										
FREIGHT ELEVATOR	95	33	5		89	71	15		86	5
H. P. FREIGHT										
FREIGHT & PASSENGER ELEVATOR	2				2	2			2	
CLASS 'A' D/W	3	3			3	2			2	
H. P. CLASS 'A' D/W										
CLASS 'B' D/W	1	1	1							1
H. P. CLASS 'B' D/W										
ESCALATOR	492	56			482	420	14		434	123
INCLINE LIFT	1	1			1		1		1	
MANLIFT	1	1			1		1		1	
GOLF TOW ROPE										
SKI TOW ROPE	5	1			5	3	1		4	1
SKI TOW T BAR	44				42	39	4		43	1
SKI TOW J BAR										
POMA LIFT	4	2	2		2	4			4	2
CHAIR LIFT	4				4	4			4	3
MOVING WALK	4	3			4	3	1		4	3
STAIR CHAIR LIFT										
TOTAL	746	130	22		712	624	43		667	150
WORKMEN'S HOIST	1	1			1		1		1	
MATERIAL HOIST	1	1			1	1			1	
TOTAL	2	2			2	1	1		2	
FINAL TOTAL	748	132	22		714	625	44		679	150

Drawings reviewed
 April 1, 1971 to March 31, 1972

58

Type of installation	New	Major alteration	Total
passenger elevator	897	53	950
h.p. passenger	5		5
freight elevator	55	7	62
h.p. freight			
freight and passenger elevator	3		3
class A dumb-waiter	50	7	57
h.p. class A dumb-waiter			
class B dumb-waiter	5		5
h.p. class B dumb-waiter			
escalator	70		70
incline lift	5		5
manlift	2		2
golf tow rope			
ski tow rope	17	2	19
ski tow T bar	20	1	21
ski tow J bar	1		1
poma lift	3		3
chair lift	5		5
moving walk	2		2
stair chair lift	3		3
stage lift	1		1
Total	1144	70	1214
workmen's hoist	58	1	59
revised drawings	366		366
Total	424	1	425
Grand Total	1568	71	1639

Licences granted
under The Elevators and Lifts Act

Type of elevating device	Number issued
passenger elevator	11,467
h.p. passenger	174
freight elevator	4,529
h.p. freight	24
freight and passenger	59
class A d/w	1,392
h.p. class A d/w	11
class B d/w	113
h.p. class B d/w	8
escalator	669
incline lift	33
manlift	116
ski rope tow	21
ski tow T bar	19
ski tow J bar	1
poma lift	0
chair lift	10
moving walk	10
stair chair lift	11
stage lift	8
<u>golf tow rope</u>	<u>9</u>
Total	18,684
<hr/>	
Total number of transfer licences	629
<hr/>	
Total number of duplicate licences	589
<hr/>	

Licences granted

under The Construction Hoists Act

Type of hoist	Initial	Renewal	Duplicate	Total
material	217	11	1	229
workmen's	59	9	0	68
Total	276	20	1	297

Annual registration of contractors

Maximum number of elevator mechanics employed by contractor	First annual registration. Number of contractors	Subsequent annual registration. Number of contractors	Total number of contractors
not more than 2	4	51	55
more than 2, but fewer than 20	3	16	19
20 or more	0	6	6
Total	7	73	80

Revenue earned, 1971-72
under The Elevators and Lifts Act

SOURCE	AMOUNT
<u>Licences</u>	16,056.95
Initial Licences and Renewals.....	9,772.95
Transfer of Licences.....	5,616.00
Duplicate of Licences.....	668.00
<u>Review of Drawings and Specifications</u>	43,020.00
Upon Submission of Drawings and Specifications.....	43,020.00
Additional Sets of Drawings and Specifications.....	...
<u>Annual Registration of Contractors</u>	2,562.50
First Annual Registration.....	637.50
Subsequent Registration.....	1,925.00
Metal Plates.....	1,331.00
Inspections.....	5,427.00
C.S.A.....	68,736.00
Travelling Expenses.....	85.75
Sale of Books - Safety Code for Passenger and Freight.....	284.00
Miscellaneous.....	.09
<u>A.D.P. Revenue</u>	546,191.12
	<u>\$683,694.41</u>

Revenue earned
under The Construction Hoists Act

SOURCE	AMOUNT
Licences:	\$ 2,960.00
initial licences	2,840.00
renewal licences	110.00
transfer licences	10.00
duplicate licences	----
Review of drawings and specifications	1,500.00
Inspections	36,858.50
Travel expenses	87.61
TOTAL	\$41,406.11

Boilers and Pressure Vessels Branch
Director
R.F.Hawkins, P.Eng.

The Boilers and Pressure Vessels Branch administers The Boilers and Pressure Vessels Act.

In addition to the Director there are three professional engineers in head office and three in the field force. There are five supervisors and 44 district inspectors servicing five regions across the Province. Clerical support is provided by a staff of 23.

The Branch exercises supervision over the design, workshop fabrication, installation and maintenance of boilers and pressure vessels and their associated piping. Periodic operational audits are conducted by the Branch inspectors, who also monitor repairs, carry out accident investigations and recommend preventative measures.

Welding procedures for the numerous fabrication processes are examined and the welding operators are tested and qualified.

Seventy-seven insurance companies are authorized as inspection agencies to conduct inspections under the Act and Regulations and a supervisory role is exercised over the activities of 287 authorized insurance inspectors, who are examined and certified by the Branch.

Close liaison is maintained with international standards codes and inspection authorities, and the senior foreign technical societies, to ensure that vessels entering the Province from other jurisdictions meet the required standards.

The Director represents the Ministry on several Canadian Standards Association and American Society of Mechanical Engineers code committees, which formulate advisory codes used by designers, fabricators and users.

Inspections

During the year 2,209 designs and 799 welding procedures were examined and registered and 13,448 welders were tested; 12 new insurance inspector certificates of competency, six reciprocal certificates and 228 renewals were issued.

Branch officers conducted 71,236 inspections of boilers, pressure vessels, pressure piping and refrigerating equipment and monitored 3,555 repair operations; 23 boilers and pressure vessels were condemned as unfit for further service.

There were 14 accidents reported in the period, which resulted in two injuries and no fatalities. Corrective measures were instituted in each case to prevent a recurrence.

Revenue from registration of designs and welding procedures, and inspection fees totalled \$544,560.98.

Training of staff to cope with advanced technology in both the nuclear field and in modern conventional installations continued throughout the year. At year end, a total of 24 inspectors had qualified in industrial radiograph and ultrasonic testing and 26 inspectors held foreign inspection qualifications, which are required for acceptance of vessels being exported to certain other

jurisdictions.

Workshop Quality Assurance Surveys

The Branch continued its workshop quality assurance survey activities, which assists manufacturers to achieve approval recognition from domestic and international standards authorities. A total of 17 workshops was surveyed by Branch shop qualification teams and suitable recommendations made to improve quality assurance and control management; eight of these organizations desiring to enter the export market were recognized as authorized fabricators for acceptance by foreign jurisdictions.

Liaison continued with the Federal Department of Labour on the operation of The Canada Labour Code, Part IV, which covers the inspection of Federal Public Service buildings and those in the private sector falling under Federal jurisdiction.

ADP facilities continued to be extensively employed in a major restructuring of the various Branch systems.

INSPECTIONS AND CERTIFICATES

Inspections

boilers and pressure vessels inspected during construction	33,513
used boilers and pressure vessels	3,555
annual inspections of boilers and pressure vessels	23,076
pressure piping	2,983
welding inspections	13,448
other inspections	11,664
TOTAL	88,239

Certificates

certificates issued for boilers and pressure vessels	35,036
duplicates of certificates issued	46
repair certificates issued	1,134
TOTAL	36,216

PLANS EXAMINATION AND REGISTRATION

designs examined and registered	2,209
welding procedures examined and registered	799

ACCIDENT REPORT

Type of vessel involved	Accidents and explosions	<u>Persons injured</u>	
		Fatally	Non-Fatally
boiler	2	-	1
furnace	5	-	-
pressure vessel	3	-	-
pressure piping	4	-	1
miscellaneous	-	-	-
TOTAL	14	-	2

REVENUE EARNED, 1971-72

TOTAL\$544,560.98

INSPECTORS' CERTIFICATES OF COMPETENCY

Department of Labour

4

Insurance companies

12

Other jurisdictions

6

Renewals

228

TOTAL

250

Operating Engineers Branch
Chief Officer
D.B.Shaw

The Branch is responsible for administering The Operating Engineers Act, which provides for a Board of Examiners comprising four members. The Board is responsible for the examination and certification of operating engineers and operators and has the power to cancel or suspend a certificate of qualification. The total Branch complement is 25.

Examinations and Results

The number of applicants for certificates of qualification as operating engineers or operators examined by the Board during the 1971-72 fiscal year totalled 1,896. Of these, 435 (23 per cent) failed to pass the requisite examinations.

Of the 1,896 applicants before the Board, 1,160 were examined in the city of Toronto and 736 in other centres in Ontario. Since a number of candidates repeated the examination before obtaining a certificate, a total of 2,044 examinations were written. Twenty-five provisional certificates also were issued. At March 31, 1972, 34,370 operating engineers of all classes were registered.

In addition to the examinations conducted under The Operating Engineers Act, the Board examined the qualifications of 13 applicants for certificates of competency under The Boilers and Pressure Vessels Act.

Registration of Power Plants

The Act also provides for the registration of boilers and compressors which constitute a power plant by definition. There are in all seven classes of plants.

During the fiscal year, 62 new plants were registered while 112 were deleted from the records due to demolition, steam purchasing and declassification, leaving a total at March 31, 1972 of 2,128 plants registered; 762 sub-plants, temporarily exempt from the Act because they are not in commission or are declassified for other reasons, are kept on record and inspected at regular intervals.

Inspections

A staff of one Supervisor and seven inspectors ensures that the plant registration certificates are regularly updated and that the plants are operated by the classes of engineers stipulated on the registration certificates.

During the year, 7,788 inspections were made; of these 5,343 were industrial power plants and 2,445 were hoisting plants. A total of 236 new violations were reported and of all violations outstanding, compliance was obtained in 237 cases. One accident was reported relating to the operation of power plants under The Operating Engineers Act.

General

A number of interviews were arranged between the Chief Officer and plant owners, consulting engineers, representatives of labour organizations and other interested parties. Assistance and advice were offered on such matters as staffing new plants with certificated engineers to comply with the requirements of the Act, alterations to plant equipment and lay-out, study and examination procedure and correcting infractions of The Operating Engineers Act.

The Chief Officer and, on occasions, the members of the Board of Examiners, addressed several interested groups on such topics as the intent and application of the Act and examination procedures.

Board meetings were held at regular intervals to discuss and rule on problems connected with the Act.

The Act and Regulations have been amended from time to time to provide for the unattended operation of coiled-tube boilers, dual-control boilers and remote-control compressors. Other amendments are under review which reflect progress in respect to keeping abreast of contemporary power plant practice.

 Certificates of qualification, 1971-72

Class	At March 31, 1971	Issued on Examination	Certificates lapsed	At March 31, 1972	Failed to pass exam.	Issued without examination
Stat. Engs:						
first class	691	28	29	690	48	
second class	3,587	104	133	3,530	104	1
third class	8,461	319	378	8,301	132	3
fourth class	10,090	455	592	9,637	112	
operators:						
refrig A	38	-	-	38	-	
refrig B	1,231	95	32	1,294	7	
compressor	1,422	95	49	1,468	8	
hoist engs:						
steam	811	-	80	731	-	
others	8,454	369	141	8,681	24	
Total:	34,785	1,465	1,434	34,370	435	4

Energy Branch
Director
H.T.Jones, P.Eng.

The Branch is concerned with the protection of the people of Ontario and their property in the transmission, transportation and distribution of natural gas, propane, fuel oil and gasoline and in the utilization of natural gas, propane and fuel oil. It is also concerned with the competency of persons working in these industries and with conformity in recognizing safety standards of appliances and equipment used.

The Branch is divided into an inspection section, an engineering section and a pipeline section. The personnel of the inspection section are located both at head office and throughout the 22 areas maintained in the Province. The personnel of the engineering section and the pipeline section, including four professional engineers, are based at head office but operate throughout the Province to support the inspection section. The total Branch complement is 62.

Inspection Section

This section is responsible for the enforcement of The Energy Act, 1971, The Gasoline Handling Act, 1969 and the Regulations thereto. Their activities include:

- inspection of natural gas, propane, fuel oil and gasoline handling installations, including transmission and distribution pipelines;
- inspection and testing of gas, propane and fuel oil appliances which have not received laboratory approval;
- field instruction and guidance to registered contractors, municipal officials and the public with reference to Ministry policy and code and regulation requirements.

During 1971-72, the inspection section conducted over 35,000 inspections of installations and equipment such as natural gas and fuel oil pipelines, natural gas, propane and fuel oil appliances.

Engineering Section

The engineering section is responsible for establishing acceptable operational standards and specifications relating to such fields as distribution, storage and transportation of fuels, safe use of heating fuels, maintenance of appliance and equipment, dispensing of automotive fuels, and installation and operation of storage, distribution and dispensing facilities.

Pipeline Section

The pipeline section is responsible for establishing acceptable operational standards and specifications related to such fields as transmission and distribution by pipeline and underground storage of fuels.

Safety Standards

Engineering, inspection and pipeline sections work very closely with industry in the development and evolution of safety standards. Closely applied with them is the certification function within the section, under which gas fitters, propane fitters, pipeline inspectors and oil burner mechanics are instructed, examined and certified.

As part of the safety program, the following are licensed and registered: natural gas transmitters, natural gas, propane and pipeline fuel oil distributors, heating appliance contractors, operators of bulk storage plants, service stations, wholesale outlets, and vehicles transporting petroleum products.

Under The Energy Act, a complete rewrite of Regulations with respect to fuel oil and revisions to Regulations with respect to gas, liquefied petroleum gases and pipelines were undertaken during the year.

Supplementary to The Energy Act is a publication called "Titles of Appliance Equipment and Accessory Standards Approved for Use in Ontario under The Energy Act". A similar "List of Standards Approved under The Gasoline Handling Act" has also been published.

Training and Certification

In 1971-72 training assistance was provided for a variety of industry personnel and other government departments.

Certification resulting from successful completion of examinations continued at a high level during the year. Provision is made to hold examinations in all areas of the Province.

Licensing

The mechanization of the licensing procedure, introduced in 1965, was reinforced in 1966 with the introduction of a system for staggering the effective renewal dates for licences and certificates. This system was implemented in 1967, continued in 1968, and found successful in 1970. These measures have helped to level out the work load throughout the year and to permit increased efficiency in the licensing operation while reducing the time and cost involved. Initial steps were taken in 1971 toward computerization of the licensing procedure.

Nearly 17,000 licences were issued in 1971-72 for operations involving oil, gas, and associated fuels. In excess of 17,000 certificates were issued to persons qualifying in the various skills in the fuel industry.

Labelling

It has been recognized that there are instances where certification of an appliance by a recognized testing agency is not feasible. Therefore manufacturers of gas, propane and oil appliances

and gasoline equipment may apply to the Energy Branch for a special approval label. A departmental inspector will affix the label once he is satisfied that the appliance or equipment is acceptable.

A total of 1,961 labels were affixed to various appliances and equipment in 1971-72. The administrative details of the special approval labels are handled within the Branch.

Negotiations, completed with the Canadian Gas Association to undertake many of our field inspections for approval labels, proved successful, affording our inspectors more time for other functions.

Table 1

Industry inspections				
Gas	Fuel oil	Propane	Gasoline	Total
21,548	3,293	4,449	4,768	34,058

Table 2

Appliance approvals	
inspections made	1,798
labels applied	1,961

Table 3

 Licenced operations

Gas:

licences to transmit	3
licences to distribute	33

Propane:

licences to transfer	215
licences to distribute	588
licences to transport	255

Fuel oil:

licences to distribute by pipeline	28
------------------------------------	----

Gasoline:

licences to transport	4,024
licences for a bulk storage plant	1,070
licences for service stations or marinas	10,707

Total	16,923
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Table 4

Certified persons		
<hr/>		
Gas:		
fitters certificates		8,785
maintenance fitters certificates		809
service fitters certificates		49
pipeline inspectors certificates		1,201
Propane:		
fitters certificates, Class I		295
Class II		247
Class III		214
Natural and propane gas:		
dual fitters certificates		334
Fuel oil:		
oil burner mechanics certificates, Class 2		3,378
Class 3		269
Probationary		2,038
<hr/>		
Total		17,619
<hr/>		

Table 5

Registrations

Contractors 2,736

Table 6

Accidents and fatalities

	Gas	Fuel oil	Propane	Gasoline	Total
accidents	49	22	35	11	117
fatalities	4	22	4	1	31

Uniform Building Standards Branch
Director
G.Adams, M.R.A.I.C.

Following appointment in February, 1971, the members of the Code Review and Administration Review Committees organized themselves to undertake the task of determining ways and means for implementation of recommendations of the Committee on Uniform Building Standards.

Their initial examination included building by-laws of a number of typical municipalities in the Province. This was followed by a study of provincial legislation pertaining to building requirements. The latter was more extensive than originally estimated, as 150 Acts of the Legislature and about 50 Regulations made under some of the Acts were found to have a bearing on building requirements.

Legislation has been compared with The National Building Code 1970 and categorized under one of the following: the same as the Code; similar to the Code; different from the Code; and not covered by the Code.

The results of this comparison are being reviewed by the government departments and agencies that are affected and some basic conclusions are being made by the Code and Administration Review Committees.

In addition to the above, suggestions that mobile homes, signs, swimming pools and other related matters be included were studied. The questionnaires returned to the Committees and briefs that were forwarded have been helpful to the members, and the efforts of those who responded are appreciated.

The Labour Relations Board and the Conciliation and Mediation Services Branch are concerned with the maintenance and promotion of labour harmony throughout the Province. Both bodies operate under The Labour Relations Act, which establishes ground rules for collective bargaining between labour and management. The Board is primarily responsible for ruling on bargaining rights and unfair practices issues. Conciliation and Mediation Services assist in actual bargaining upon the request of either or both parties when they are unable to reach an agreement. The Labour-Management Arbitration Commission, established by The Ontario Labour-Management Arbitration Commission Act, provides trained arbitrators in disputes between the parties during the life of a contract.

Ontario Labour Relations Board
Chairman
G.W.T.Reed, QC

The Ontario Labour Relations Board administers a large part of The Labour Relations Act, of which the following are major areas of its jurisdiction: certification of trade unions as collective bargaining agents for employees, termination of bargaining rights, declarations of unlawful strikes and lockouts, investigation and hearing of complaints of unfair practices, granting leave to prosecute for alleged violations of provisions of the Act, the settlement of jurisdictional disputes and accreditation of employers' organizations in the construction industry.

Composition

The Board is composed of a chairman, six vice-chairmen, one of whom is designated as alternate chairman, five employer representatives and five employee representatives, all appointed by the Lieutenant-Governor in Council. Under the Act, the Board is permitted to sit in two or more divisions, provided a quorum is present in each division. The chairman is required to designate one of the divisions as the construction industry division to deal with certification and termination applications in the construction industry. This division has also been used in most jurisdictional dispute cases.

Location of Hearings

It is common for three divisions to be sitting simultaneously, sometimes in different parts of the Province. While most cases are heard in Toronto, complaints involving discrimination in employment or cases involving a substantial number of witnesses are generally heard at or near the municipality in which the employer is located. In addition, investigations by field officers into complaints of discrimination in employment, inquiries by examiners into various matters as directed by the Board and representation votes conducted by returning officers are normally held at or near the premises of the employer.

Board Reports

The Board publishes a monthly report which is available free of charge to the public. The report is printed in two severable sections. The first section contains the texts of Board decisions, including an index of summaries of the subject matter of the decisions. The second section lists the cases disposed of by the Board and gives the bargaining units found in certification cases. Statistics of the Board's operation are also provided in this section in the March, June, September and December reports. The pages of each section of the report are numbered consecutively for the calendar year, so that the first section can be put together into an annual law report for those who argue cases before the Board.

The 12 issues of the report for the fiscal year 1971-72 totalled 1,411 closely-typed pages, 186 more than in 1970-71. Of the 1,411 pages, 994 reported the full texts of 303 Board decisions; 94 provided an index of the subject matter of these decisions; 303 listed the cases disposed of by type of case and method of disposition; and 20 presented statistical information.

As of March 31, 1972, 1,049 copies of the report were sent out regularly to persons and organizations in Ontario. Another 162 were mailed to persons and organizations in the other provinces, in 12 states of the United States and in eight other countries.

Summary of Operations

The Board employs a field staff to assist it in the administration of the Act. Thus, under Section 79 of the Act, the Board may appoint a field officer to investigate complaints of unfair practices in employment. The function of the field officer is to try and effect a settlement of the complaint and, if he is unable to do so, to submit a report to the Board.

In representation cases, the practice of the Board is to appoint an examiner to take evidence at the premises of the employer on such matters as the composition of bargaining units, the duties and responsibilities of specified persons and the accuracy of lists of employees submitted by employers. The examiners conduct formal hearings and submit formal reports to the Board and to the parties. Further, returning officers are used to conduct representation votes which have been directed by the Board.

Finally, the field staff of the Board is being called on with increasing frequency, although on a purely voluntary basis, to conduct votes in connection with strikes, the ratification of collective agreements and the selection of union officers.

During the fiscal year 1971-72, the Board's field officers investigated 195 complaints of discrimination in employment (Table 3). The officers obtained settlements in 53 cases, and submitted reports in 122 cases in which they were unable to achieve settlements. The remaining 20 complaints were still under investigation when the year ended.

Board examiners were assigned 306 cases for investigation during the fiscal year. These included 277 certification cases, three for termination of bargaining rights, one on the status of a successor employer, and 25 on the status of individuals as employees. In 86 cases the examiners secured agreement from the parties on the issues under investigation, and they submitted reports in 178 cases. Two cases were withdrawn before investigation began, and 16 cases were dismissed by the Board when the applicants sought withdrawal during investigation, or after a date had been set to meet with the parties. Investigation in the remaining 18 cases had not been completed at the end of the year.

Returning officers conducted a total of 233 elections during the fiscal year (Table 4A). These included 202 elections in

certification cases, 24 in termination of bargaining rights cases and seven in cases on the status of successor employers. There were 12,684 employees eligible to vote in the certification elections and 11,314 or 89 per cent of them, cast their ballots. Of the 1,966 employees eligible to vote in the termination elections, 1,585 or 81 per cent, cast their ballots. In the successor status elections only one of the 266 eligible employees did not vote.

Case Load

In the fiscal year 1971-72, the Board received a total of 1,598 cases of all types. This was 33 fewer than the 1,633 filed in 1970-71, and marked a break in the steady increase in total case intake that the Board had experienced since 1967-68.

The number of cases disposed of by the Board dropped to 1,498 in the fiscal year 1971-72 from 1,684 in 1970-71. As with case intake, this drop brought a pause in the growth in case disposition that had kept pace with the increases in cases received since 1967-68.

At the end of the fiscal year, there were 317 cases pending at various stages of processing. This was 100 above the pending case load of 217 at the end of the previous year.

During the fiscal year, the Board conducted 1,148 hearings and continuation of hearings, about the same as in 1970-71.

A breakdown of the cases received and disposed of by the Board in 1971-72 is provided in Table 1. A comparison of this year's case intake and disposition with those of the previous four years is presented in Table 2. The results of investigations conducted by the Board's field officers and examiners in 1971-72 are shown in Table 3. The results of representation elections conducted by the Board's returning officers are given in Tables 4 and 4A.

Judicial Review of Board's Decisions

There was one case before the courts at the commencement of the fiscal year. The High Court had previously quashed a decision of the Board, and the decision to quash was upheld by the Court of Appeal.

During the fiscal year 1971-72, seven of the Board's cases were removed to the courts for review. Four of these were withdrawn before a trial of the issue in the High Court. In the remaining three cases the High Court refused to quash the Board's decision. However, one of these cases was subsequently appealed to the Court of Appeal. The Court of Appeal found that the Board had erred in its decision and referred the matter back to the Board.

Certification of Bargaining Agents

Applications for certification of bargaining agents constitute the bulk of the cases processed by the Board. In the fiscal year

1971-72, the Board received 949 certification applications, which accounted for 59 per cent of the total 1,598 received for cases of all types. The 949 certification applications were 66 fewer than the 1,015 for 1970-71; but it was the eighth successive year that the intake of certification applications has been above the 900 level.

As in previous years, affiliates of the Canadian Labour Congress filed the bulk of the certification applications received by the Board in 1971-72 (Table 5). CLC affiliates submitted 724 applications, or 76 per cent, of the total 949 certification intake. Of the 57 CLC affiliates involved, the Carpenters Union led with 113 applications, the Labourers Union followed with 95, the Public Employees Union (CUPE) was third with 63, and the International Operating Engineers Union was fourth with 56.

International and national unions not affiliated with the Canadian Labour Congress filed 186 certification applications in 1971-72, or 20 per cent of the total received by the Board. Of these unions, the Teamsters Union led with 68 applications, the Christian Labour Association was next with 45, and the Canadian Operating Engineers Union was third with 20.

Independent local unions, including nurses' associations, filed 36 certification applications in 1971-72, or about 4 per cent of the total received by the Board. The remaining three applications came from a council of unions composed of both CLC affiliates and non-CLC affiliates.

Table 6 gives the industrial distribution of the certification applications received by the Board in the fiscal year 1971-72. Non-manufacturing establishments accounted for 712, or 75 per cent of the total 949 applications received. Within this category, the construction industry led with 354 applications, health and welfare services followed with 68, and retail trade came third with 55.

Manufacturing industries contributed the remaining 237 applications, or 25 per cent of the total. In this category, metal fabricating plants led with 31 applications, and food and beverage plants ranked second with 28.

In addition to the 949 certification applications received, the Board processed 120 that were carried over from the previous year, making a total certification case load of 1,069. Of this total, 915 were disposed of, 550 of which were granted, 254 dismissed, and 111 withdrawn. The remaining 154 cases were pending at March 31, 1972.

Of the 915 certification applications disposed of, final decisions on bargaining units in 190 cases were based on the results of representation elections (Table 4A). Of the 190 elections conducted, unions won 97 and lost 93. There were 11,545 employees eligible to vote in the total 190 elections and 10,440, or 90 per cent, cast their ballots.

In the 97 elections that were won and resulted in certification, 5,552, or 89 per cent, of the 6,273 of the employees who were

eligible to vote cast their ballots; and of the 5,552 who cast ballots 3,996, or 72 per cent, favoured union representation.

Of the 5,272 eligible voters in the 93 elections that were lost and resulted in dismissal, 4,888, or 93 per cent, voted; and of those who voted, 1,549, or 32 per cent, were in favour of unions.

The 550 cases in which certification was granted represented 60 per cent of the total 915 certification applications disposed of in 1971-72. This proportion compares with 66 per cent in 1970-71 and 67 per cent in 1969-70.

Small bargaining units continue to predominate in certified cases (Table 7). The average size of the units granted in the 550 cases certified in 1971-72 was 31 employees, compared with 32 in 1970-71. About 81 per cent of these cases involved units of 39 or fewer employees and 47 per cent applied to units of nine or fewer employees. The total number of employees affected by the 550 applications in which certification was granted was 17,246, about 4,500 fewer than those who were covered by the 701 certifications in 1970-71.

Table 8 shows the time taken by the Board to process the 550 applications in which certification was granted. About 87 per cent of these cases took 84 days (3 months) or less to process from filing to disposition, 77 per cent took 56 days (2 months) or less, 59 per cent took 28 days (1 month) or less, and 44 per cent required 21 days (3 weeks) or less. Only 3 per cent, 17 cases, needed more than 168 days (6 months).

Of the 550 certified cases, 188 were construction industry applications. About 95 per cent of the construction cases took 84 days (3 months) or less to complete, 92 per cent took 56 days (2 months) or less, 76 per cent took 21 days (3 weeks) or less, and 62 per cent took 14 days or less. Nine cases, or 5 per cent, required longer than 84 days (3 months).

Of the 362 cases certified in industries other than construction, the elapsed time from filing to disposition in 83 per cent was 84 days (3 months) or less. About 70 per cent required 56 days (2 months) or less and 46 per cent took 28 days (1 month) or less. About 4 per cent, 14 cases, took longer than 168 days (6 months).

Termination of Bargaining Rights

In the fiscal year, the Board received 73 applications seeking termination of the bargaining rights of trade unions, two fewer than in 1970-71. In addition, there was a carry-over of seven cases from last year. Of the total 80, termination was granted in 33 cases; 27 cases were dismissed, and ten were withdrawn. Ten cases were pending at the close of 1971-72.

In the 33 cases that were granted, unions lost the right to represent 2,233 employees. In 37 cases unions retained the right to represent 1,268 employees.

Of the 70 cases that were disposed of, 22 were concluded on the results of representation elections (Table 4A). The union's

bargaining rights were terminated in 21 cases and retained in one. There were 1,880 employees eligible to vote in the elections, of whom 1,504, or 71 per cent, cast their ballots.

Status of Successor Trade Union or Successor Employer

In 1971-72, the Board dealt with seven applications for declarations concerning the status of successor trade unions, compared with 24 in 1970-71. Affirmative declarations were issued by the Board in five cases; one case was dismissed, and one was pending at the end of the year.

The Board also processed 24 applications for declaration concerning the status of successor employers, compared with 13 in 1970-71. Affirmative declarations were issued by the Board in 12 cases; four cases were dismissed, three were withdrawn, and five were pending at the close of the year.

Representation elections were conducted in seven of the successor employer cases that were disposed of (Table 4A). Unions won five of the elections and lost two. Of the 266 employees eligible to vote in the elections 245, or 92 per cent, participated.

Accreditation of Employer Organizations

During the fiscal year 1971-72, the Board received 24 applications for accreditation of employer organizations in the construction industry. Three applications were granted to represent 340 employers employing 926 workers. One application was dismissed, and the remaining 20 were pending at the end of the year.

Strikes and Lockouts

In the fiscal year the Board received 32 applications for declaration that employees had engaged in unlawful strikes. There were two cases carried over from the previous year. Of the total 34 cases, seven were granted, one was dismissed and 24 were withdrawn. Two cases were pending at the end of the year. A total of 342 employees were involved in the seven strikes declared illegal by the Board.

The Board also dealt with four applications for declarations of unlawful lockouts by employers. Two were dismissed and two were withdrawn.

Directions Respecting Unlawful Strikes or Lockouts

In 1971-72 the Board dealt with nine applications seeking directions in respect of alleged unlawful strikes in the construction industry. Two were dismissed, and six were withdrawn. One was pending at the close of the year.

Also processed by the Board were two applications seeking directions in respect of alleged lockouts. One direction was

issued, and one application was withdrawn.

Consent to Prosecute

In the fiscal year, the Board received 173 applications for consent to prosecute, four fewer than in 1970-71. Employers filed 115 cases against trade unions and employees for alleged unlawful strikes, and one against a trade union and employer jointly. Unions and employees submitted 44 cases against employers for various alleged violations of the Act, 13 against unions and one against a union and employer jointly.

There were 18 (revised)* applications carried over from the previous year, making a total of 192 prosecution cases processed by the Board in 1971-72. Of the total, 32 were granted, 68 were dismissed and 72 were withdrawn. The remaining 19 cases were pending at the end of the year.

Of the 32 prosecutions that were granted, the Board found violations by employers in eight cases, and violations by trade unions and employees in the remaining 24.

Complaints of Unfair Practices in Employment

The Board received 192 complaints of unfair practices in employment, an increase of 47 over the number for last year. Unions filed 142 of the complaints, of which 138 were against employers, two against unions, and two against unions and employers jointly. Employees submitted the remaining 50, of which 12 were against employers, 27 against unions, and 11 against unions and employers jointly.

The principal complaint directed at employers was alleged illegal discharge or discrimination against employees for union activity. Against unions the principal charge was alleged failure to represent employees fairly.

An additional 23 complaints were carried over from the previous fiscal year, making a total of 215 cases dealt with by the Board in 1971-72. Of the total, 149 were disposed of, and the remaining 66 were pending at the end of the year.

Of the 149 complaints that were disposed of, 54 were settled in discussions with the Board's field officers, one was withdrawn before an officer was appointed, nine were dismissed by screening panels, 29 were withdrawn after they had been listed for hearing, and 56 went to hearings by the Board. Of the 56 that were heard, the Board granted relief in 21 cases, 27 were dismissed, and eight were withdrawn.

In the 21 cases in which violations were found, the Board ordered employers and a union to pay specific compensation to 26 employees, amounting to a total of \$39,645.25. Other payments to 45 employees were to be agreed upon by the parties. In addition, the Board directed employers to reinstate 39 employees.

*Reported as 19 in the 1970-71 Annual Report.

Trusteeship

Seven statements that local unions had been placed under trusteeship by parent unions were filed with the Board during the fiscal year 1971-72. In addition, the Board had 11 statements of trusteeship that were being continued from the previous year. Of the total 18 trusteeships, 12 were discontinued and six were in effect on March 31, 1971.

Jurisdictional Disputes

Twenty-six complaints of jurisdictional disputes were dealt with by the Board during 1971-72. Fifteen of the complaints contained requests for interim orders, cease-and-desist directions, and final directions; three included requests for interim orders and final directions; two sought cease-and-desist directions, and final directions; and five requested final directions only.

Of the 26 complaints, 20 were disposed of, and the remaining six were pending at the close of the year. Of the 20 that were disposed of, the Board issued nine interim orders and ten final directions in ten complaints, two complaints were dismissed, and eight were withdrawn.

Miscellaneous Applications and Complaints

One application was received under Section 37 (3) of the Act, seeking modification of the arbitration provisions in a collective agreement. The case was pending at the close of the year.

Twenty-three applications were filed during the year under Section 39 of the Act, in which employees sought exemptions from the union security provisions of collective agreements because of their religious beliefs. There were 25 cases carried over from the previous year. Of the total 48 cases, 28 were granted, three were dismissed, and seven were withdrawn. The remaining ten were pending at the end of the year.

Eight applications were received in 1971-72 under Section 44 (3) of the Act, seeking early termination of collective agreements. Consent to early termination was granted in six cases and one case was withdrawn. The remaining case was pending at the close of the year.

Two complaints were filed with the Board in 1971-72 under Section 76 of the Act, concerning the failure of trade unions to furnish members with copies of the outdated financial statement of the union's affairs. One complaint was dismissed, and the other was pending at the end of the year.

The Board received 27 applications under Section 95 (2) of the Act, in which decisions were sought on whether persons were employees under the Act. There were eight (revised)* cases

* Reported as seven in the 1970-71 Annual Report.

carried over from the previous year. Of the total 35 dealt with, decisions were issued clarifying the matter in 17 cases, five cases were dismissed, and one was withdrawn. The remaining 12 were pending at the end of the year.

In 1971-72, 31 cases were referred to the Board by the Minister of Labour under Section 96 of the Act for decisions on questions arising from conciliation applications on requests for the appointment of arbitrators. Four other cases were carried over from the previous year. Of the total 35 cases, 27 were disposed of, and the remaining eight were pending on March 31, 1972.

ONTARIO LABOUR RELATIONS BOARD

Table 1
Summary of Applications and Complaints Dealt with by Ontario
Labour Relations Board, Fiscal Year 1971-72

Type of Case	Case Load			Cases disposed of					Cases pending March 31, 1972
	Total	Carried over from fiscal year 1970-71	Filed fiscal year 1971-72	Total	Granted	Dismissed	Withdrawn		
Total, all types.....	1,815	217	1,598	1,498	740	419	339	317	
Certification of bargaining agents.....	1,069	120	949	915	550	254	111	154	
Declaration of termination of bargaining rights..	80	7	73	70	33	27	10	10	
Declaration of successor trade union or employer.....	31	5	26	25	17	5	3	6	
Accreditation of employer organization.....	25	-	25	4	3	1	-	21	
Declaration of unlawful strike or lock-out.....	38	3	35	36	7	3	26	2	
Direction respecting unlawful strike or lock-out.....	11	1	10	10	1	2	7	1	
Consent to prosecute.....	191	18 ¹	173	172	32	68	72	19	
Complaint of unfair practice in employment.....	215	23	192	149	21	36	92	66	
Modification of arbitration provision in collective agreement.....	1	-	1	-	-	-	-	1	
Exemption from union security provision in collective agreement.....	48	25	23	38	28	3	7	10	
Early termination of collective agreement.....	8	-	8	7	6	-	1	1	
Trade union financial status.....	2	-	2	2	-	1	1	-	
Complaint respecting jurisdictional disputes....	26	3	23	20	10	2	8	6	
Question of whether person is employee.....	35	8 ¹	27	23	17	5	1	12	
Reference of question in conciliation application or request for appointment of arbitration.....	35	4	31	27	15	12	-	8	

¹ Revised

Applications and Complaints Received and Disposed of by Ontario
Labour Relations Board, Fiscal Years 1967-68 to 1971-72

Table 2

Type of case	Number received, fiscal year						Number disposed of, fiscal year					
	Total	1967-68	1968-69	1969-70	1970-71	1971-72	Total	1967-68	1968-69	1969-70	1970-71	1971-72
Total, all types.....	7,890	1,473	1,565	1,621	1,633	1,598	7,718	1,415	1,534	1,587	1,684	1,498
Certification of bargaining agents.....	4,988	943	1,035	1,046	1,015	949	4,931	921	1,028	999	1,068	915
Declaration of termination of bargaining rights.....	399	92	70	89	75	73	394	89	70	83	82	70
Declaration of success trade union or employer.....	180	28	66	30	30	26	176	26	41	52	32	25
Accreditation of employer organization.....	25	-	-	-	-	25	4	-	-	-	-	4
Declaration of unlawful strike or lock-out.....	269	50	44	63	77	35	267	47	45	59	80	36
Direction respecting unlawful strike or lockout.....	11	-	-	-	1	10	10	-	-	-	-	10
Consent to prosecute.....	707	106	105	146	177	173	692	95	104	141	180	172
Complaints of unfair practice in employment.....	881	188	183	173	145	192	843	175	190	176	153	149
Miscellaneous.....	430	66	62	74	113	115	401	62	56	77	89	117

Table 3
Results of Investigations Conducted by Examiners and Field Officers
in Cases Processed by Ontario Labour Relations Board, Fiscal Year 1971-72

Type of case	Total number of cases assigned for investigation	Number of cases in which reports submitted	Agreement of settlement obtained	Withdrawn before investigation began	Dismissed, withdrawal during investigation denied	Number of cases pending investigation at March 31, 1972
Total, all types.....	501	300	139	2	16	44
Certification of bargaining agents.....	277	166	75	2	16	18
Termination of bargaining rights.....	3	1	2	-	-	-
Status of successor employer...	1	1	-	-	-	-
Status of person as employee...	25	10	9	-	-	6
Complaint of unfair practice in employment.....	195	122	53	-	-	20

Table 4
Results of Representation Elections Conducted by Ontario
Labour Relations Board, Fiscal Year 1971-72

Type of election	Elections conducted			Employees eligible to vote			Votes cast by eligible employees					
	Total elections ¹	Number won	Number lost	Total eligible	In elections		Total votes cast	In elections		For unions		
					Won	Lost		Won	Lost	Total votes for unions	In elections	Lost
Total, all elections	228	110	118	14,333	7,101	7,232	12,604	6,183	6,421	6,362	4,482	1,880
Certification elections	197	104	93	12,101	6,837	5,264	10,754	5,920	4,834	5,871	4,283	1,588
Pre-hearing cases	68	37	31	7,325	3,888	3,437	6,483	3,360	3,123	3,477	2,443	1,034
One-union elections	49	25	25	4,398	2,437	1,961	3,761	2,093	1,668	2,033	1,476	557
Two-union elections	18	12	6	2,927	1,451	1,476	2,722	1,267	1,455	1,444	967	477
Regular cases	129	67	62	4,776	2,949	1,827	4,271	2,560	1,711	2,394	1,840	554
One-union elections	105	48	57	4,054	2,380	1,674	3,583	2,015	1,568	1,979	1,456	523
Two-union elections	24	19	5	722	569	153	688	545	143	415	384	31
Successor employer elections	7	5	2	266	246	20	265	245	20	192	189	3
One-union elections	3	1	2	49	29	20	48	28	20	20	17	3
Two-union elections	3	3	-	100	100	-	100	100	-	62	62	-
Three (or more) -union elections	1	1	-	117	117	-	117	117	-	110	110	-
Terminating of bargaining rights elections	24	1	23	1,966	18	1,948	1,585	18	1,567	299	10	289

¹ Includes all elections conducted during the fiscal year 1971-72 in which the ballots cast were counted. Where an initial election was set aside after the ballots cast had been counted and a rerun election was conducted, both the initial and rerun elections were included in the table. Excluded from the table are 5 certification elections that were set aside without a count of the ballots cast. There were 583 employees eligible to vote in the 5 elections, and 560 of these employees cast ballots.

Table 4A
Results of Representation Elections Conducted in Cases Disposed of by
Ontario Labour Relations Board, Fiscal Year 1971-72

Type of election	Elections conducted			Employees eligible to vote				Votes cast by eligible employees					
	Total elections	Number won	Number lost	Total eligible	In elections		Total votes cast	In elections		For unions			
					Won	Lost		Won	Lost	Total votes for unions	In elections		
											Won	Lost	
Total, all elections.....	219	103	116	13,691	6,537	7,154	12,209	5,815	6,394	6,026	4,195	1,831	
Certification elections.....	190	97	93	11,545	6,273	5,272	10,440	5,552	4,888	5,545	3,996	1,549	
Pre-hearing cases.....	65	34	31	6,958	3,479	3,479	6,252	3,041	3,211	3,208	2,196	1,012	
One-union elections.....	48	23	25	4,259	2,256	2,003	3,717	1,961	1,756	1,934	1,399	535	
Two-union elections.....	17	11	6	2,699	1,223	1,476	2,535	1,080	1,455	1,274	797	477	
Regular cases.....	125	63	62	4,587	2,794	1,793	4,188	2,511	1,677	2,337	1,800	537	
One-union elections.....	101	44	57	3,865	2,225	1,640	3,500	1,966	1,534	1,922	1,416	506	
Two-union elections.....	24	19	5	722	569	153	688	545	143	415	384	31	
Successor employer elections.....	7	5	2	266	246	20	265	245	20	192	189	3	
One-union elections.....	3	1	2	49	29	20	48	28	20	20	17	3	
Two-union elections.....	3	3	-	100	100	-	100	100	-	62	62	-	
Three (or more) -union elections	1	1	-	117	117	-	117	117	-	110	110	-	
Termination of bargaining rights elections.....	22	1	21	1,880	18	1,862	1,504	18	1,486	289	10	279	

¹ Includes only final elections conducted in cases disposed of during the fiscal year, i.e. those that resulted in certification or dismissal of bargaining units. Thus, where an initial election was set aside after the ballots cast had been counted and a rerun election was conducted, only the rerun election was included in the table.

Table 5

Certification Applications Received and Disposed of by Ontario
Labour Relations Board, by Union, Fiscal Year 1971-72

Union	Number of cases received	Number of cases disposed of			
		Total	Certified	Dismissed	Withdrawn
All Unions.....	949	915	550	254	111
CLC Affiliates.....	724	705	422	192	91
Auto Workers.....	13	14	10	4	-
Bakery Workers.....	3	4	2	2	-
Boilemakers.....	2	2	1	1	1
Boot and Shoe Workers.....	2	3	2	1	-
Brewery Workers.....	4	7	4	3	-
Bricklayers.....	13	13	8	4	1
Broadcast Employees (NABET)....	4	5	1	4	-
CLC Directly Chartered Local Unions.....	1	1	1	-	-
Canadian Telephone Employees...	2	2	1	1	-
Carpenters.....	113	108	59	35	14
Cement Workers.....	2	2	1	1	1
Chemical Workers.....	5	6	5	1	1
Clothing Workers.....	3	2	1	-	1
Communication Workers.....	-	1	1	-	-
Doll, Toy and Plaything Workers.	1	1	-	1	-
Electrical Workers (IBEW).....	13	16	11	4	1
Electrical Workers (IUE).....	2	2	1	1	-
Food Workers.....	33	29	20	2	7
Garment Workers, Ladies.....	1	1	-	-	-
Glass and Ceramic Workers.....	1	1	1	-	-
Halters.....	2	2	2	-	-
Hotel Employees.....	16	11	9	1	1
Jewelry Workers.....	95	89	42	32	15
Labourers.....	2	1	1	-	1
Lathers.....	2	1	-	-	-
Laundry Workers.....	1	1	-	-	-
Leather and Plastic Workers....	2	1	-	-	1
Lithographers and Photo- crafters.....	6	9	7	-	2
Machinists.....	3	4	4	-	-
Merchant Service Guild.....	1	1	1	1	-
Moulders.....	4	3	3	-	-
Motion Picture Operators.....	3	3	-	2	1
Newspaper Guild.....	1	1	1	-	-
Office and Professional Employees.....	9	7	4	1	2
Oil Workers.....	6	4	2	2	-
Operating Engineers, Inter- national.....	56	54	39	5	10
Painters.....	5	6	5	1	-
Paper Workers.....	1	1	1	1	-
Plasterers.....	13	13	2	1	10
Plumbers and Pipefitters.....	3	3	2	1	-
Porters.....					
Printing Pressmen.....					
Public Employees.....					
Pulp and Paper Mill Workers.....					
Railway Transport and General Workers.....					
Retail Clerks.....					
Retail Wholesale Employees.....					
Rubber Workers.....					
Service Employees.....					
Sheet Metal Workers.....					
Shoe Workers, United.....					
Steelworkers.....					
Structural Iron Workers.....					
Textile Workers Union.....					
Textile Workers, United.....					
Typographical Union.....					
Woodworkers.....					
Non-CLC Affiliates.....	222	207	125	62	20
Christian Labour Association.....	45	37	29	6	2
Christian Trade Unions.....	7	7	7	-	-
Civil Service Association of Ontario.....	5	5	4	-	1
CNTV Directly Chartered Local Unions.....	-	4	-	3	1
District 50, Allied and Tech- nical Workers.....	6	5	4	1	-
Electrical Workers (UE).....	6	5	4	1	-
General Employees, Canadian.....	11	6	3	1	2
Guards Association.....	1	1	1	-	-
National Council of Canadian Labour.....	11	11	8	2	1
Nurses Associations.....	6	6	6	6	3
Operating Engineers, Canadian.....	20	15	6	6	-
Plant Guard Workers.....	4	3	2	1	-
Service Employees Federation.....	1	1	1	1	-
Single Company Independent Unions.....	30	32	11	18	3
Teamsters.....	68	68	40	21	7
Textile and Chemical Union.....	1	1	-	1	-
CLC and Non-CLC Affiliates.....	3	3	3	-	-
Council of Concrete Forming Unions.....	3	3	3	-	-

Certification Applications Received and Disposed of by Ontario
Labour Relations Board, by Industry, Fiscal Year 1971-72

Table 6

Industry	Number of cases received	Number of cases disposed of				Industry (Cont'd)	Number of cases received	Number of cases disposed of			
		Total	Granted	Dismissed	Withdrawn			Total	Granted	Dismissed	Withdrawn
All Industries.....	949	915	550	254	111		712	682	398	189	95
Manufacturing.....	237	233	152	65	16	Non-manufacturing.....	354	338	188	92	58
Food and beverages.....	28	30	21	6	3	Construction.....	-	1	-	1	-
Rubber.....	2	1	1	-	-	Forestry.....	6	7	6	7	1
Leather.....	4	3	1	2	-	Mines, quarries and oil wells.....	36	37	21	11	5
Textiles.....	14	10	6	3	1	Transportation.....	1	1	1	-	-
Knitting mills.....	4	4	2	2	-	Storage.....	4	4	1	3	-
Clothing.....	4	1	-	-	1	Communication.....	13	9	5	3	-
Wood.....	20	18	11	7	-	Electric power, gas and water utilities	32	31	19	8	4
Furniture and fixtures.....	7	8	6	2	-	Wholesale trade.....	55	53	26	20	7
Paper and allied products.....	12	12	8	4	-	Retail trade.....	12	8	2	4	2
Printing and publishing.....	15	19	15	2	2	Insurance and real estate.....	34	39	23	13	3
Primary metals.....	6	5	1	3	1	Education and related services.....	68	66	43	19	4
Fabricated metals.....	31	31	21	7	3	Health and welfare services.....					
Machinery.....	10	11	5	5	1	Motion picture and recreational ser-	7	6	3	3	-
Transportation equipment.....	16	16	8	7	1	VICES.....	5	5	2	3	-
Electrical products.....	7	9	7	2	-	Services to business.....	44	36	23	5	-
Non-metallic mineral products..	24	26	17	7	2	Personal services.....	20	17	14	2	1
Chemicals and chemical products	14	11	9	1	1	Miscellaneous services.....	21	24	21	2	1
Miscellaneous manufacturing....	19	18	13	5	-	Local administration.....					

Table 7
Size of Bargaining Units in Certification Applications Granted by
Ontario Labour Relations Board, Fiscal Year 1971-72

Size of unit (number of employees)	Number of cases certified			Number of employees involved		
	Total	Construction	Non-construction	Total	Construction	Non-construction
Total, all sizes.....	550	188	362	17,246	1,366	15,880
2 - 9 employees.....	256	155	101	1,201	656	545
10 - 19 employees.....	91	22	69	1,278	284	994
20 - 39 employees.....	95	8	87	2,698	207	2,491
40 - 99 employees.....	81	3	78	4,890	219	4,671
100 - 199 employees.....	14	-	14	1,764	-	1,764
200 - 499 employees.....	10	-	10	3,135	-	3,135
500 employees or more.....	3	-	3	2,280	-	2,280

Time Taken by Ontario Labour Relations Board to Process Certification
Applications from Filing to Disposition, Fiscal Year 1971-72

Table 8

Time taken in calendar days	Total certification applications disposed of			Construction Industry applications			Non-construction Industry applications		
	Number	Per cent	Cumulative Per cent	Number	Per cent	Cumulative Per cent	Number	Per cent	Cumulative Per cent
Total.....	550	100.0	-	188	100.0	-	362	100.0	-
Under 8 days.....	-	-	-	-	-	-	-	-	-
8 - 14 days.....	124	22.5	22.5	117	62.2	62.2	7	1.9	1.9
15 - 21 days.....	117	21.3	43.8	26	13.8	76.0	91	25.1	27.0
22 - 28 days.....	81	14.7	58.5	11	5.9	81.9	70	19.3	46.3
29 - 35 days.....	34	6.2	64.7	4	2.1	84.0	30	8.3	54.6
36 - 42 days.....	23	4.2	68.9	5	2.6	86.6	18	5.0	59.6
43 - 49 days.....	31	5.6	74.5	7	3.7	90.3	24	6.6	66.2
50 - 56 days.....	15	2.7	77.2	2	1.1	91.4	13	3.6	69.8
57 - 63 days.....	13	2.5	79.7	2	1.1	92.5	11	3.0	72.8
64 - 70 days.....	9	1.6	81.3	1	0.5	93.0	8	2.2	75.0
71 - 77 days.....	19	3.4	84.7	1	0.5	93.5	18	5.0	80.0
78 - 84 days.....	12	2.2	86.9	2	1.1	94.6	10	2.9	82.9
85 - 91 days.....	10	1.8	89.1	1	0.5	95.1	11	3.0	85.9
92 - 98 days.....	9	1.6	90.9	2	1.1	96.2	8	2.2	88.1
99 - 105 days.....	13	2.4	92.5	1	0.5	96.7	8	2.2	90.3
106 - 126 days.....	6	1.1	96.0	1	0.5	97.8	11	3.0	93.3
127 - 147 days.....	5	0.9	96.9	-	-	98.3	5	1.4	94.7
148 - 168 days.....	17	3.1	100.0	3	1.7	98.3	5	1.4	96.1
169 days or more.....	-	-	-	-	-	100.0	14	3.9	100.0

Conciliation and Mediation Services Branch
Director
V.E.Scott

Since 1944, legislation in Ontario has provided for conciliation services to assist trade unions and employers in resolving differences that arise during negotiation of collective agreements. These services must be completed before a lawful strike or lockout can take place.

Conciliation services are available at two levels. The first involves the appointment of a conciliation officer whose function it is to bring the parties together and help them reach a mutually satisfactory agreement. If the officer is unable to effect a settlement, the legislation provides a second step by which he may recommend to the Minister that a Board of Conciliation be established or that "No Board" be set up.

Conciliation Activity

During the fiscal year 1971-72, the Conciliation and Mediation Services Branch experienced a decrease in its conciliation work load compared with the previous year. Conciliation officers assisted in the settlement of 879 disputes, and they continued to refer fewer cases to conciliation boards.

Conciliation Officers

Conciliation officers dealt with 2,274 collective agreement disputes which included a carry-over of 294 from the previous year. The total was 59 less than the number they handled in 1970-71 and involved 2,365 employers and 235,188 employees, compared with 2,628 and 326,536 respectively in 1970-71. The officers were successful in helping to bring about agreements in 879 disputes, or almost 39 per cent of the total, involving 916 employers and 59,860 employees.

They referred one situation to a conciliation board, affecting one employer and 8,000 employees; and they recommended that no conciliation boards be established in 1,096 cases involving 1,141 employers and 124,489 employees. Twenty-nine other disputes lapsed. The remaining 269 had not been disposed of at the end of the fiscal year. Of the 1,096 "No Board" cases, 46 were hospital disputes that proceeded to Arbitration Boards under The Hospital Labour Disputes Arbitration Act, 1965.

Conciliation Boards

The number of disputes referred to conciliation boards showed a further decline in the 1971-72 fiscal year. There was only one conciliation board in existence in the 1971-72 fiscal year, compared to two in 1970-71.

Special Assignments

The Conciliation and Mediation Services Branch does not lose interest in a dispute when the formal conciliation services have been completed. It maintains contact with the parties until they reach a settlement. In many disputes, one or both parties will informally contact an officer or official and ask for an opinion, advice or assistance on specific matters. In some cases the parties will request that a conciliation officer be reassigned to help resolve the matters in contention.

Sometimes the Director of Conciliation and Mediation Services, on his own initiative, will recommend to the parties that they resume discussions under the auspices of the Branch. If the dispute results in a strike or lockout that might be of long duration or of a serious inconvenience to the public, the Branch always intervenes to help effect a settlement.

During the fiscal year 1971-72, the Conciliation and Mediation Services Branch experienced a substantial increase in its work load of mediation disputes by comparison with the previous year. Mediators dealt with 303 disputes which included a carry-over of 16 from the previous year. The total was 59 more than the number they handled in 1970-71, and involved 318 employers and 73,285 employees.

They were requested to enter 225 disputes in the face of an impending work stoppage. Of these, 143 were settled before the strike deadline, and one hospital dispute proceeded to an arbitration board. The mediators continued to provide assistance in 64 of the cases in which a work stoppage occurred and 44 of these were settled. They also entered an additional 66 disputes after a work stoppage occurred. Fifty-nine of these were settled. Twelve disputes lapsed. As of March 31, 1972, 44 mediation disputes were unresolved.

Because of the number of informal contacts that are not reported, these statistics, however, understate the volume of the Conciliation and Mediation Services activities and the degree to which they contributed to settlements.

CONCILIATION AND MEDIATION SERVICES BRANCH

Applications for conciliation services dealt with under The Labour Relations Act

	DISPUTES		NO. OF EMPLOYERS		NO. OF EMPLOYEES	
	1971-72	1970-71	1971-72	1970-71	1971-72	1970-71
(A) Disputes dealt with at initial conciliation officer stage						
1. In process at beginning of Fiscal Year	294	258	305	297	31,050	37,619
2. Referred to Officers during Fiscal Year	1,980	2,075	2,060	2,331	204,138	288,917
3. Total in Process during Fiscal Year	2,274	2,333	2,365	2,628	235,188	326,536
4. Disposed of during Fiscal Year	2,005	2,039	2,087	2,323	194,405	295,486
(a) Settled	879	833	916	900	59,860	109,322
(b) Not settled	1,097	1,169	1,142	1,381	132,489	183,116
(i) Referred to Conciliation Boards	1	2	1	9	8,000	3,744
(ii) No Board granted	1,096	1,167	1,141	1,372	124,489	179,372
(c) Lapsed or Withdrawn	29	36	29	40	2,056	2,745
(d) Mediator	0	1	0	2	0	303
5. In process at end of Fiscal Year	269	294	278	305	40,783	31,050
(B) Disputes dealt with at conciliation board stage						
1. In process at beginning of Fiscal Year	0	3	0	4	0	682
2. Referred to Boards during Fiscal Year following Officer Procedure	1	2	1	9	8,000	3,744
3. Total in Process during Fiscal Year	1	5	1	13	8,000	4,426
4. Disposed of during Fiscal Year	1	5	1	13	8,000	4,426
(a) Settled	0	1	0	8	0	3,644
(i) Reported settled by parties before Board constituted	0	0	0	0	0	0
(ii) Board report submitted, settlement reached during hearings	0	1	0	8	0	3,644
(b) Board report submitted, no settlement reached during hearings	1	4	1	5	8,000	782
5. Conciliation Boards still in process at end of Fiscal Year	0	0	0	0	0	0

Voluntary mediation provided by the Conciliation
and Mediation Services, April 1, 1971 to March 31, 1972

	<u>Disputes</u>	<u>Employers</u>	<u>Employees</u>
Disputes carried over from previous months	16	19	2,107
Assigned April 1, 1971 to March 31, 1972	<u>287</u>	<u>299</u>	<u>71,178</u>
Total in process	303	318	73,285

Disputes in which no Strikes Occurred

Settled during mediation meetings	141	153	37,360
Settled by parties following mediation	2	2	35
Referred to Arbitration	1	1	1,450
Lapsed or Withdrawn	1	1	30
Pending or Unsettled	<u>17</u>	<u>17</u>	<u>2,248</u>
Total	162	174	41,123

Disputes in which Strikes Occurred

Settled during mediation meetings	82	85	15,282
Settled by parties following mediation	21	21	8,769
Lapsed or Withdrawn	11	11	573
Pending or Unsettled	<u>27</u>	<u>27</u>	<u>7,538</u>
Total	141	144	32,162

Ontario Labour-Management Arbitration Commission Chairman

His Honour Judge Walter Little

The Ontario Labour-Management Arbitration Commission administers The Ontario Labour-Management Arbitration Commission Act, with the following areas of jurisdiction: recruiting, training and maintaining a register of approved arbitrators and arbitration board chairmen; assisting arbitrators by way of administrative services; sponsoring research into the arbitration process; and publishing awards and information concerning arbitration.

Since March, 1971, appointments of arbitrators are also made by the Minister, through the Commission, under The Labour Relations Act and The Hospital Labour Disputes Arbitration Act.

Composition

The Commission is composed of a chairman, six members and a counsel and registrar. The six members are appointed by the Lieutenant-Governor in Council, three to represent employers and three to represent employees, presently for a period of one year.

Arbitrators

Based on criteria formulated for considering applications of persons for approval as arbitrators, the Commission has approved, to date, 35 persons, of whom 34 are now active, and given a form of "tentative" approval to 21 applicants who, due to lack of experience as arbitrators, have not yet achieved mutual acceptability by both labour and management.

During the fiscal year 1971-72, the Commission has supplied to parties 106 panels of arbitrators, from which parties have chosen as chairmen of boards of arbitration or sole arbitrators 66 persons. In the same period the registrar, at the request of the parties, has appointed 11 persons and the Minister, through the Commission, has appointed 102 persons as chairmen or sole arbitrators.

Monthly Bulletin

The Commission continues to publish a monthly bulletin, giving information to interested parties regarding awards filed with it, and other matters of interest. In the month of March, 1972, its circulation was 4,023.

During the fiscal year 1971-72 there were purchased from the Commission copies of arbitrators' awards to the value of \$1,096 by parties wishing to study them as possible precedents.

Seminar

The Commission held its second annual seminar on November 6, 1971 for all its approved and "tentatively" approved arbitrators, with papers presented by Mr.H.D.Brown and Professor P.C.Weiler, and panel discussions following each presentation.

Executive Director
M.K.Dibble

The Finance and Administration Division was established in 1966 to centralize the direction of those major elements which provide supporting services to the operational functions of the Ministry. It currently co-ordinates and directs the activities relating to Personnel, Finance, Administrative Operations and District Offices.

The Division's responsibilities during the fiscal year were greatly increased by virtue of the Ministry's consolidation of its Head Office at 400 University Avenue, and also the implementation of C.O.G.P. recommendations regarding the re-structuring of government. While both these unusual requirements resulted in temporary organizational disruption and unsettled conditions, more lasting and beneficial effects, including significant economy of operation, are already apparent.

Finance Branch
Director
G.A.Webster

The Finance Branch provides a complete financial service for the Ministry. The duties and responsibilities include the preparation, submission and control of the revenue and expenditure budget, preparation of the payroll, processing of accounts for payment, reimbursing community colleges for apprenticeship tuition, and preparation of claims under cost-sharing agreements.

The Branch's activities are undertaken by the following sections:

Accounts Section: Provides accounting service for the entire Ministry, including payment of all accounts, preparation of payroll, development, installation and supervision of new financial systems.

Budget Section: Compiles estimates; controls and reports on expenditures; prepares monthly financial reports and statements.

Revenue Section: Maintains and services accounts receivable system; receives and analyses cash receipts.

Audit Section: Supervises Accountable Warrant Fund; approves apprenticeship budgets for students in community colleges; approves reimbursing of community colleges for tuition costs; supervises payment of allowances to apprentices, and prepares claims for cost-sharing agreements.

The following figures indicate the extent of the year's financial activities: general expenditure at \$25,446,713.73, general revenue at \$11,084,231.52.

Administrative Operations Branch
Director
T.F.Carter

Functioning under the general direction of the Executive Director, the Director of the Administrative Operations Branch is responsible for providing the following support services: purchasing, inventory control, supply and warehousing, reproduction and copying, mail distribution, accommodation, and transportation services.

In addition to the normal support activities mentioned above, the Branch provides full District Office service to the public and the Ministry in 13 Ontario cities. In Ottawa, London, Hamilton, Windsor, Thunder Bay, Kitchener, Kingston, Sault Ste. Marie and Sudbury each office is staffed and equipped to meet the needs of all field operations in the area. In Peterborough, Sarnia, Barrie and Kenora unstaffed offices provide office accommodation for field staff as well as answering services for the public.

To assist the Director in these tasks, the Branch during the fiscal year employed the following personnel: one senior administrator, one purchasing officer, one supervisor of stores and reproduction, one senior appliance operator, one mail room supervisor, nine District Office managers and administrators, and 66 clerical, stenographic and technical staff.

Personnel Branch
Director
N.E. Mayne

The Personnel Branch functions in a supporting role for the entire Ministry in the area of staff resources, development and employee relations.

Since November, 1964 the Personnel Branch has operated as a recognizable unit and employs a staff of 19. In addition to the clerical function, which is supervised by an office manager, the Branch has three main organizational elements: recruiting, job classification, and staff development and employee relations.

During the year the complement was increased by 32, making a total of 1,266.

Recruitment

As a reflection of the economic situation, little recruitment difficulty was experienced; however, certain classifications in Northern Ontario still continued to require extra effort.

Attrition in the Employment Standards Auditor classification was recognized as a problem in the 1971-72 fiscal year. Following a detailed review, the existing training program was revised and an increase in emphasis on personal suitability was adopted. It appears that the trend has been reversed as a result of this action.

The Trainee Employment Standards Auditor program, begun in 1969-70, has produced several qualified field personnel. The program is being continued to the extent that available complement will permit.

Maximum use continued to be made of the Civil Service Temporary Help Service. This department has also continued to participate in the University Complement Waiver Program, which to date has proven to be a good source of competent employees. However, the administrative work load generated by the above-mentioned Temporary Help program, together with the Summer Student program, is disproportionate to the number of individuals processed.

Classification Program

The classification section provides consultative services to management on organizational planning and development and is responsible for the proper compensation of all positions in the Ministry.

During the fiscal year there were major reorganizations in Industrial Training, Construction Safety and Administrative Operations (District Offices). These changes required the preparation of organization charts and job descriptions and the classification of a large number of positions.

Organizational reviews on a lesser scale were carried out in the Human Rights Commission, Conciliation and Mediation Services and the Energy Branch.

Special studies of internal salary relationships and job interdependency were carried out in Industrial Training and Employment

Standards to resolve potential grievances and ensure equitable compensation.

As in previous years, about 30 per cent of the section's time was spent in the normal program of job description review and updating. In addition, the section assisted the Department of Civil Service with a number of pay research surveys, an extensive Job Identification study and a new class series for data processing technicians.

The section also assisted with the documentation required to transfer programs to other departments as related to the C.O.G.P. reports.

Staff Development

In the past year, increased effort was placed on developing more job-related training programs. A written communications course and a telephone training program were instituted for the clerical staff. Emphasis was placed upon developing complete training packages which would be available for future continued use.

The Employment Standards Administration Course, especially designed last year for the Employment Standards officers, was modified better to meet their training needs. Also for the Employment Standards Branch, arrangements for a supervisory development program for next year were being carried out by a trained instructor. Numerous individual employees, with financial assistance from the Ministry, have continued to take advantage of job-related courses offered at colleges and universities.

Employee Counselling

This program was reorganized in September, 1971. The major objectives of the reorganization were: to achieve a greater degree of communication between the employees and the supervisory staff; to decrease turnover and to assist in placing employees in positions where they would be most effective; to resolve inter-personal and personal problems which result in low morale and poor productivity.

Effective liaison has been maintained with the Department of Health Employee Counselling Service, the Health Centre, the Credit Union, etc.

A major area of concern during this period was the resolution of difficult health problems, which in a number of cases resulted in termination under disability.

ChairmanDr. Daniel G. HillDirectorRobert W. McPhee

The Ontario Human Rights Code, which came into effect in June, 1962, is a consolidation into one law of all human rights legislation passed by the Provincial Legislature since 1944. With its subsequent amendments, it is designed to protect every citizen and resident of Ontario from discrimination in the areas of employment, housing, public accommodation and advertising. The posting or publication of discriminatory notices, signs, advertisements or employment application forms is prohibited. The Code is expressly committed to furthering the principle that all people are free and equal in dignity and rights, regardless of race, creed, colour, nationality, ancestry or place of origin. The Code is thus in harmony with the United Nations Universal Declaration of Human Rights.

The Age Discrimination Act, which came into effect in 1966, is designed to protect the worker between the ages of 40 and 65 from being excluded from the labour market solely because of his or her age.

The Ontario Human Rights Commission is responsible for the administration of the Code and the Act and for furthering their objectives by means of conciliation of complaints, educative efforts, community organization work and research. The Commission consists of a Chairman and four other members. The permanent administrative staff is composed of the Director and human rights officers. Besides the Toronto office, serving south-central Ontario, the Commission operates three regional offices: one based in Windsor serves south-western Ontario, one in Thunder Bay serves northern Ontario, and one in Ottawa serves eastern Ontario.

The Code and the Age Discrimination Act were amended by The Civil Rights Statute Law Amendment Act to permit complaints to be initiated by any person who has reasonable grounds for believing that any person has contravened a provision of the legislation. An appeal procedure from a board of inquiry report to the Supreme Court of Ontario was provided for.

For the first time the Chairman became a full-time officer with the elevation of Dr. D. G. Hill, the former Director, to that post. Changes in the composition of the Commission made it a non-governmental body for the first time. The new members are Miss Valerie Kasurak, of Windsor, and Mr. Walter Currie, of Trent University.

Investigation of Complaints

All complaints of infractions of the Code are dealt with through investigation, conciliation, boards of inquiry and, if necessary, prosecution. The prescribed duties of human rights officers are indicative of the methods used by the Commission. As conciliators, officers investigate formal complaints of discrimination and use persuasion to bring about compliance with the Code and the Act.

Conciliation Statistics

A total of 360 formal cases were investigated during 1971-72, including 59 cases brought forward from the previous fiscal year. This increases to 3,317 the number of formal complaints processed since the Commission's inception. A total of 109 informal complaints of discrimination involving race, creed or nationality, but not covered by the Code, were handled. The Commission also handled 8,570 miscellaneous matters (excluding those at the storefront office), which included virtually every kind of human problem in a societal context and many possible complaints which the inquirer did not pursue further.

Equal Rights in Employment

The Commission processed 196 formal charges in employment under the Code, including discriminatory application forms (4) and discriminatory advertising (4). Twenty-five were carried over into the next fiscal year.

In four cases a public board of inquiry was appointed. These boards hear complaints which cannot be settled at the conciliation stage.

Under The Age Discrimination Act, 59 formal complaints were brought to the Commission.

Access to Public Accommodation

Twenty-two complaints were investigated under the section of the Code regarding services, accommodation or facilities to which the public is customarily admitted. Eight were continued into the next fiscal year. A Board of Inquiry was appointed to conduct hearings into one case.

Equal Rights in Housing

Eighty complaints were handled in which the complainants charged that they had been denied occupancy of a dwelling or discriminated against in term or condition of occupancy because of their race, creed or nationality. As in the other areas covered by the Code, a majority of the cases were resolved through the conciliation process. Eight were carried over into the next fiscal year. Boards of Inquiry were appointed to conduct hearings into five cases.

Projects

"Services for Working People", the downtown Toronto storefront office which acts as a counselling and assistance service for recent immigrants, has seen the number of inquiries and problems per month rise from 300 to 1,000 to over 1,200 during this fiscal year. By the end of the year the total of problems handled since the inception of the office was over 28,000.

The book "Teaching Prejudice", a study of bias and prejudice in school textbooks, was widely distributed. The study was made by the Ontario Institute for Studies in Education with the original initiative coming from the Commission. An Inter-departmental Textbook Committee was formed, in concert with representatives of the Department of Education, to study the book's recommendations and recommend to the Government actions to be taken in implementation.

Cities which are now visited on a regularly scheduled basis by officers are Kitchener, Hamilton, St. Catharines, London, Timmins and Sudbury. The decision was taken to establish a sub-regional office in north-eastern Ontario, in addition to the sub-regional office in Kenora for north-western Ontario.

The Commission was active in planning for the firm establishment of the Canadian Association of Statutory Human Rights Administrators (CASHRA) at a convention to be held in May, 1972, and in planning the annual conference of the International Association of Official Human Rights Agencies in San Francisco to be held in July, 1972.

Community Action Work

An increase in broadly-based community organization programs took place in pursuance of the objectives to aid the self-realization of minority groups in society and to reduce social tensions, stemming from poor inter-group relations, to a minimum in Ontario's multicultural society.

The Elkin Report was the product of the public hearings held on the employment of visible minority performers and models in television commercials and advertising photography. It was the subject of much publicity and public discussion when it was released and a detailed study of its recommendations was initiated by the Commission.

Relations between police and minority groups were the subject of programs in several parts of the Province, most of them on-going efforts. The liaison committees formed in north-eastern Ontario last year between Indian Bands and the Ontario Provincial Police held a number of meetings to encourage communication and mutual understanding. More committees are planned for north-western Ontario.

In Toronto the Commission worked with the National Black Coalition, the Metro Toronto Police and the black community to hold meetings where police and black groups likewise sought to improve mutual understanding. Officers participated in seminars with divisional police officers of predominantly minority group neighbourhoods.

In Ottawa officers conducted training seminars for R.C.M.P. officers.

Northern employment programs for Indians took a number of forms. The continuing work of the Commission and the Employment Standards

Branch to combat job exploitation of native peoples developed a new program: the adaptation of Employment Standards legislation to cover hunting and fishing guides. This was preceded by an intensive canvass of their employment problems by Commission officers. Ministry of Labour officials then met with representatives of the guides and recommendations were drawn up for amendments to the legislation. A pamphlet explaining the laws for the guides was planned, to be printed in English, Cree and Ojibway.

The Commission generates jobs for Indians with contractors who have Ontario Government contracts for work near reserves. The services of an Ojibway-speaking officer are valuable. Assistance is being given to the Ontario Provincial Police to recruit Indian constables.

Ethnic hiring practices and discrimination in hiring in the construction industry were investigated with the co-operation of the Ontario Federation of Construction Associations, the International Brotherhood of Carpenters and Joiners, the Ontario Federation of Labour and the black community.

Education

The Commission conducts a broad education program aimed at altering prejudiced attitudes wherever they exist in the community and at acquainting residents with their rights under the law. Officers co-operated with educational, religious, ethnic, labour, business and welfare groups in planning such activities as conferences and seminars, delivering speeches and taking part in private and public discussions as part of the educational effort to overcome prejudice which gives rise to discriminatory acts. Individuals and deputations from organizations were received on questions concerning human rights.

The program involved large-scale distribution of various pamphlets about the Code, The Age Discrimination Act and the broad concepts of human rights. Besides the printed word, speeches and participation in conferences, the program also included advertising, display exhibits, films and other publicity efforts.

In the fiscal year 1971-72 the Commission distributed 145,697 pieces of literature in 13 languages, in addition to the regular mailings of the two Commission publications, "Human Relations" and "Special Announcements". Commission personnel gave 129 speeches and made 22 broadcasts, and were present at 20 conferences and 637 community consultations and meetings. The Commission received 2,853 requests for information and literature.

The Commission's specialized human rights library was amalgamated with the departmental library. It continued to be used by academic and governmental researchers, writers and program organizers.

Research

The Commission engages in research projects both into local areas of friction and Province-wide problems. The results enable the Commission to do its work more knowledgeably and competently. In addition to the book "Teaching Prejudice" and the Elkin Report, summer students at the college level prepared internal reports on the Toronto Greek and Korean communities, on black-Portuguese relations in a section of Toronto, on police operations and on Hamilton's black community.

Displays and Exhibits

The Commission has two display units, one designed for easy transportation around the Province. Utilizing both, the Commission had exhibits at six shopping malls, each lasting one week, at which literature was distributed in conjunction with the display. These were set up with the co-operation of the Information Services Branch, as were exhibits at five conventions, fairs and exhibits, including the Canadian National Exhibition.

In all, the Commission set up displays and participated in exhibits on 165 occasions.

Conferences

Commission personnel attended and participated in 20 conferences during the year. The Chairman and the Director attended a special training conference of the International Association of Official Human Rights Agencies in Newark, New Jersey, the Chairman attended the annual conference of the IAOHRA in St.Louis and the Director attended and delivered the principal address at the conference of the United Nations Association of Canada in Quebec City.

Age Discrimination Act

Based on the concept of merit employment, The Age Discrimination Act, passed in 1966, provides that no employer or person acting on his behalf shall discriminate in employment matters against persons between 40 and 65 years of age.

The primary objective of this Act is to ensure that able and qualified older workers are afforded equal opportunities to seek and secure gainful employment on the basis of their individual abilities to perform the job. The Act recognizes that health, mental and physical capacities, work attitudes and job performance are individual traits at any age and that chronological age alone is a poor indicator of working ability.

During the fiscal year, 59 formal complaints were handled under the Act. In addition, seven informal complaints and 44 miscellaneous inquiries were received.

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ONTARIO HUMAN RIGHTS COMMISSION

Summary of formal complaints in respect of employment,
public accommodation, housing and notices

Complaints	Brought forward from previous fiscal year	New Cases	Cases handled in fiscal year	Boards of Inquiry	Ministerial Order	Undisposed of March 31, 1972
Employment						
discrimination in employment	25	161	186	2	-	22
disallowed questions on employment applications or in written or oral inquiries	-	4	4	-	-	2
disallowed employment advertisements	-	4	4	-	-	-
discrimination based on age	15	44	59	-	-	7
discrimination in union membership	-	2	2	-	-	-
reprisal for lodging of or participation in complaint	-	-	-	1	-	3
Public Accommodation						
discrimination in accommodation services and facilities	2	20	22	-	-	8
Housing						
discrimination in dwelling units	16	64	80	1	-	8
discrimination in commercial space	-	1	1	-	-	-
Notices						
discriminatory notices or other representation	1	1	2	-	-	-
Total	59	301	360	4	-	50

1. The majority of the complaints were filed by Blacks (192), Canadian Indians (29), and Asians (28).
2. Six remained unsettled at the end of fiscal year. This column, taken from a computer, counts
only completed boards of inquiry at the end of the fiscal year.

Executive Director
D.F.Jones

Established in 1962, the Labour Safety Council originally consisted of seven members. In 1966 it was expanded to 14 members, seven each from labour and management, plus a Chairman. At this time a permanent staff was provided under an Executive Director. Later the membership was further expanded to include the Executive Director of Safety and Technical Services of the Department of Labour, the Director of Safety Education of the Workmen's Compensation Board, and the Executive Director of the Labour Safety Council.

From 1968, Mr.C.G.Gibson filled the dual role of Chairman of the Labour Safety Council and Senior Technical Consultant to the Department of Labour.

During the fiscal year the Council examined and/or made recommendations on several drafts of legislation prepared by the Ministry and briefs from other groups as follows:

1. The Industrial Safety Act and Regulations;
2. The Boilers and Pressure Vessels Act;
3. consolidation of construction safety legislation (The Construction Safety Act and Regulations, The Trench Excavators Protection Act and Regulations, Underground Work Regulations under The Department of Labour Act);
4. a special sub-committee of the Council was formed to study and report on the need of regulations for privately-owned railways in Ontario.

Research

Since its expansion, the Council has undertaken a continuous review of accident prevention programs and the underlying causes of accidents, making various recommendations to the Minister on specific sections of the legislation as well as matters involving policy and administration.

Past research resulted in two reports by J.Surry of the University of Toronto: "Industrial Accident Research--A Human Engineering Appraisal" and "An Annotated Bibliography of Industrial Accident Research", which have been widely acclaimed. A research report by the Executive Director, "Human Factors--Occupational Safety", published in December, 1969 is continuing to receive the attention of the safety movement throughout the world.

A study of methods of manual lifting and handling as related to the cause of back injuries has been completed at the University of Toronto under the guidance of Dr.John Brown. The resulting report, entitled "Lifting as an Industrial Hazard", has been published by the Labour Safety Council and widely distributed in Ontario as well as to interested institutions nationally and internationally.

"An Annotated Bibliography--Lifting and Related Fields", with abstracts in support of "Lifting as an Industrial Hazard", is nearing completion and will be available shortly.

A further study has been commissioned by the Council, entitled "Postural Fatigue as a Factor in the Production of Low Back Pain", to be conducted under the direction of Dr. Brown.

A preliminary report has now been received from Professor A. Raouf of the University of Windsor as a result of a two-year program undertaken to examine the problems of "Repetitive Hand Motions in Relation to Accidents in Production Systems".

The Council's Research Co-ordinator has done extensive research in various fields pertinent to the interests of the Council's sub-committees.

Information Service

Established three years ago, the Council's Safety Information Service has undergone major development, both internally and with respect to its external resources. The Council's Safety Reference Library has now been integrated with other safety and technologically oriented holdings of the Main Library of the Ministry of Labour, representing approximately 10,000 volumes of safety publications, inclusive of some 200 monthly and quarterly periodicals, standards, data sheets, and research documents from all over the world.

A member of the Council's staff has been assigned the full-time responsibility of maintaining these holdings in such a manner as to facilitate the rapid retrieval of applicable information in response to inquiries.

In its external relations, this service now enjoys the support of thousands of institutions and individuals, both in Canada and abroad. Its multi-disciplinary and multi-national resources, represent a useful back-up potential and research facility for Ontario institutions and individuals. During the last fiscal year, thousands of inquiries were handled by either directing them to appropriate local points of reference or by generating responses from the Information Service's own resources.

The support of this service by labour, management and government institutions at all levels has been mutually rewarding and represents a promising potential for future activities.

Director
J.W.Preiner

In response to increased public interest in the varied activities and programs of the Ministry, the Information Services Branch provided a wide range of internal and external services during the year.

The activities of the Branch included Province-wide display and exhibition activities; continuous liaison with the Ontario news media; publication of a departmental magazine and numerous brochures, pamphlets and booklets; advertising and promotional campaigns; preparation and distribution of news releases and feature articles; establishment of Press liaison at departmental and other conferences; and generally assisting other branches to enact or promote special projects.

During the 1971-72 fiscal period, the Branch sponsored displays at various exhibitions and industrial shows to inform the public of the Ministry's activities.

Major displays featuring the work and legislation of the Ontario Human Rights Commission were features of the Lakehead Exposition, Thunder Bay, the Central Canada Exhibition, Ottawa, and the Western Fair, London. A large general display was a feature of the Canadian National Exhibition in Toronto.

Human Rights displays were also presented in various shopping malls around the Province.

A general exhibit featuring several aspects of the Ministry's activities was an important part of the Union Trades Show, held in London.

Liaison with Media

Labour-management negotiations, involving participation of the Conciliation and Mediation Services Branch officers, entailed frequent and, at times, intensive Branch liaison with news media representatives. A senior staff member was assigned to assist the Conciliation and Mediation Services Branch in such liaison.

The editorial program included preparation and publication of the Ministry's magazine, "Task". Issued quarterly, the magazine was distributed to a list of approximately 20,000 individuals, including employers, trade unions, universities, secondary schools, libraries, daily and weekly newspapers, several associations, as well as the Ministry staff.

Topics covered included Bill 167, which introduced amendments to The Labour Relations Act, problems of the younger worker, lay-off legislation, the Province's "Hire-a-Student" campaign and the Industrial Training Branch's winter works program.

Again this year, Corporate Communicators of Canada presented an award of excellence to the Editor of "Task".

Other Publications

The publications section was also involved in the preparation of editorial material associated with the production of booklets and brochures.

New leaflets were published for use by the Industrial Training Branch in administering apprenticeship programs in the trades of Sheet Metal Worker, Ironworker, Glazier, General Carpenter, and Lather.

The Branch published the booklet, "Lifting as an Industrial Hazard" for the Labour Safety Council. A new pamphlet, "14 Ways to Train for a Better Job", was produced for the Women's Bureau and the leaflet, "Law and the Woman in Ontario" as well as the "Career Selector" were updated for the Bureau.

A film, "Nine Came Trying", was produced by the Branch for use in the Province's secondary schools. The film was distributed to more than 325 schools and was seen by an estimated 50,000 students.

The Branch continued its program of television shows on cable television outlets in the Province. The series consisted of three half-hour programs covering the areas of Human Rights, the Safety and Technical Services Division and the Manpower Services Division.

Film segments were supplemented by interviews with area personnel in each of the four broadcast areas of Toronto, Ottawa, Thunder Bay and London.

Advertising Program

Advertising was undertaken on a project basis to advise the general public of the services provided by the Ministry.

A campaign on age discrimination legislation was carried in a three-month car card program for the Human Rights Commission. In addition, a nine-week radio campaign aired at selected border crossing points advised tourists of their rights and protection under The Human Rights Code.

In Northern Ontario, special messages were directed to the Indian population by way of Press and radio, describing service facilities in that region covering both Human Rights and Employment Standards legislation.

A sustaining campaign directed to visible ethnic minorities was continued in selected ethnic newspapers.

A major campaign was undertaken in December, 1971 and January, 1972 to launch the Winter Works Program of the Industrial Training Branch. A one thousand line advertisement in newspapers describing the programs available, supported by a series of 30-second radio announcements resulted in complete registration for the programs at a very early date.

Advertising support continued for The Women's Equal Employment Opportunity Act through a three-month car card campaign in major centres in the fall of 1971, followed by radio announcements in February and March. Newspaper advertisements notified residents of Hamilton, London, Toronto and Windsor of the facilities provided through the Careers Counselling Centre for women whose family responsibilities had diminished and who wished to return to the labour force.

Newspaper advertisements announcing the air times and dates of the Ministry's television programs were run in the entertainment sections of daily newspapers in London, Ottawa and Thunder Bay.

News releases and a series of special feature articles relating to the varied departmental operations were widely used by daily and weekly newspapers, ethnic and trade publications and also by news departments of the Province's radio and television stations.

The Branch handled more than 4,700 telephone requests for information, in addition to more than 600 written inquiries. These inquiries came from the media, the general public, unions and management.

Director
J.R.Kinley

The Ministry's Research Branch is primarily concerned with policy and legislative development, program evaluation, and ensuring that the information base for administering programs is continually improved. While the work concentrates on the Ministry's needs, services are rendered to the public through publication of statistical and analytical papers and providing access to library facilities.

The Branch's work can be concisely described in terms of its principal outputs. Important among these are library and information services. The latter refers to answering specific questions, an activity in which many members of the staff participate and which forms a large part of the work of a few.

Other important outputs are background papers, memoranda, and legislative and policy recommendations for the use of senior officers of the Ministry. Related to this background work is research staff participation in committees and discussions concerned with policy, research needs and the implications of research done.

Organization and Staff

The Branch reports directly to the Deputy Minister but has extensive relationships with most of the operating and service branches of the Ministry. During the year, it had a complement of 42 positions, all of which were filled. Approximately a third of the staff members were engaged in library activities and two thirds in the preparation of statistical and analytical studies. About half the staff were economists and librarians, and the others filled a wide range of stenographic, clerical and technical positions.

As a result of government reorganization, four members of the Branch's staff were designated to join the Ministry of Colleges and Universities. The actual transfer of these people to that Ministry was delayed, primarily because of on-going work assignments.

Main Library

A major improvement occurred in library facilities with the move in October, 1971 from various locations to the 11th Floor at 400 University Avenue. At that time, the two satellite collections covering training and safety, along with the library holdings of the Human Rights Commission, were consolidated into the main collection. In addition, the information resources of the Labour Safety Council were located in the library, facilitating use of the Council's indexed material and of library holdings for safety information service.

During the year, the library acquired more than 8,000 monographs and processed almost 15,000 serial publications. More than 12,000 items were borrowed and about 2,000 inquiries for information processed. Approximately 70 per cent of both borrowings and

inquiries originated within the Ministry, and service to the public and other agencies increased over other years. During the year, a major effort was made to inform both ministerial and public users of new material that becomes available in their particular areas of interest. The principal vehicle used was the circulation of book lists and content sheets of periodicals.

Safety

The Branch's principal work in this area during 1971-72 was concerned with the development of an information base to improve the administration and evaluation of safety programs. Improved information is needed before major analytical work can be undertaken in the Ministry's safety activities. Specific areas of work had to do with the development of frequency rates, indirect costs of accidents, sources of information on the volume of building activity in Ontario and the uses of administrative data.

With respect to administrative data, information on accidents, inspections and violations are useful in evaluating the effects of safety legislation. During the year, basic agreement was reached with the Industrial Safety Branch on the statistics that could be drawn out of its operating processes for use in doing evaluative work and in making administrative decisions. In most cases, this information on inspections, directions issued, and other facets of safety work has to be applied in conjunction with information on accidents recorded. These accident data are available for use in the Ministry's work.

Accordingly, an approach to evaluating injury experience of establishments that comply or do not comply with industrial safety legislation is being developed. It is hoped that this work will provide a reliable objective measure of the effectiveness of the legislation.

Employment Standards

During the year, the Research Branch's activities in the area of employment standards concerned the appropriateness of existing standards, evaluation of legislation and assessment of the impact of wage intervention in the labour market.

A major activity during the year was work directed at evaluating the forms and nature of government intervention in wage determination. A paper entitled "Legislated Constraints on Wage Determination" was prepared and, along with others produced in recent years and the administrative experience of the Employment Standards Branch, will form the basis of an extensive review of legislation establishing wage rates and other conditions of employment.

In addition, some new investigation was undertaken relating to industrial standards, especially the application of these standards in the garment industry. The object of the review is to determine the appropriateness of the minimum wage, fair wage and

industrial standards programs. Several members of the Research Branch staff have contributed major portions of their time to the review activity.

Other activities that had to do with evaluating the employment standards legislation was a survey of 30 manufacturing and service industries with respect to wage rates, hours of work and premium pay practices. The information obtained in the survey was used to assess the appropriateness of the existing minimum wage and other standards.

In addition, an information system was developed as a basis for evaluating the uses made of the termination provisions of The Employment Standards Act. First, a report was designed to be completed by employers giving group notices under the Act that describes the size and nature of the lay-off and that requires identification of each worker laid off, along with certain of his characteristics. Also, a pilot project was carried out to test what information can be obtained from workers who receive notice and, in particular, to determine whether or not the notice period is used to seek employment.

Other work done pertaining to employment standards was concerned with the prevalence of the compressed work week, how employers adjust to changes in the minimum wage and Sunday observance. On the latter point, the Branch was made responsible for assessing questions about how the Law Reform Commission's report on Sunday observance might be introduced in Ontario.

Labour Relations

In this area the Branch provides extensive information on current developments as well as analytical services. Most of the current information activity is directed towards assisting unions, management and the Ministry staff in making decisions relating to the establishment of bargaining units and settlement of labour disputes. In the analytical area, the work has to do with the development of legislation, statistical needs, and major policy questions.

Work directly involved in the evaluation of legislation had to do with The Hospital Labour Disputes Arbitration Act and the February, 1971 revisions of The Labour Relations Act. In the former, members of the Branch staff participated in a Ministry committee that developed proposals on how the handling of labour disputes in hospitals might be improved. The work was nearing completion at the end of the fiscal year.

The evaluation of The Labour Relations Act pertains to the use made of new aspects of the legislation and compares experience before and after the 1971 changes. More fundamental analytical work continued on several projects having to do with the various aspects of the impact of unions on wages and the problem of fluctuating employment in the construction industry.

The Collective Agreements Library, which is open to the

public, attempts to acquire all agreements covering bargaining units located in Ontario. At the end of 1971, there were approximately 5,900 current agreements on file pertaining to industries other than construction, as well as the 337 pattern-setting construction agreements.

The library serviced a total of 1,741 borrowers, up from 1,262 in the preceding year. Of these, 1,301 were Ministry personnel and 440 were from the public. The principal users were members of the Research Branch and the Labour Relations Board, but the second and third largest number of borrowers were 203 representing unions and 146 representing employers.

The Branch prepared and published, or otherwise made available, extensive information on various aspects of labour relations in Ontario. Important among its products of this nature are a monthly report of settlements covering 200 or more workers in Ontario and a quarterly review of wage changes resulting from collective agreement settlements. These data give a useful indication of the rate of wage movement under collective bargaining.

In addition, the Branch prepared and published the annual review of labour relations and carried on extensive analysis of collective agreements from which it published reports on agreement expirations and wages and working conditions in hospitals and municipalities.

Training in Industry

Initiatives in the Research Branch's work on training during the year were confined entirely to matters of concern to the task force studying industrial training legislation. However, work continued and was, for the most part, brought to completion on a substantial number of other projects relating to training that were under way when the year began.

Two members of the task force on industrial training are also senior members of the Research Branch, and the Branch has provided a very substantial portion of the information input needed in the task force's work. This work, the preparation of papers and other material extended beyond the two senior personnel directly involved and covered such matters as training objectives, manpower development policies, the economics of training in other jurisdictions and many others.

Important among the projects on training that were not directly related to the task force was one having to do with information requirements of an industrial training program which is intended to provide a basis for a well-developed information system in the Province's industrial training activity.

Director
W.H.Lehman

The Systems and ADP Branch has been or is presently involved in 14 functional areas, either within the Ministry of Labour or involving programs which have been moved to other Ministries within the Ontario Government as a result of reorganization. There will be an ongoing commitment for programs moved elsewhere until such time as the recipient Ministries are able to assume this responsibility.

The scope of involvement covers a wide range of activity such as: full-scale systems design; development of computer systems; ongoing processing commitments for automated systems; edit and quality control of input and output; data preparation; forms design; records management; assistance in research projects; organizational aspects; field surveys; legislative reviews; training of operational staff; maintenance and change; technical training and upgrading of Branch staff; documentation and procedures development.

Major Projects

Several major projects are scheduled for the 1972-73 fiscal year, bearing in mind that these commitments must be met even though the activity no longer is part of the Ministry of Labour. These are:

1. complete systems design and implementation for the Energy Branch;
2. major revisions to the Boilers and Pressure Vessels Branch system;
3. major revisions to the Elevating Devices Branch system;
4. completing the Collective Bargaining Agreements data bank for the Research Branch and further development of statistical output requirements;
5. system study for the Construction Safety Branch and possibly the Uniform Building Standards Branch;
6. further feasibility study for the Employment Standards Branch;
7. expansion of services to the Finance Branch in the areas of preparation of periodic financial reports and audit trail controls;
8. further feasibility study in the use of terminal processing equipment.

At present there are eight areas operationally committed in varying degrees to the use of computerized techniques for the administration and functioning of their programs. These are: the Boilers and Pressure Vessels Branch, the Elevating Devices Branch, the Operating Engineers Branch, the Industrial Safety Branch, the Industrial Training Branch, the Ontario Human Rights Commission, the Research Branch, and the Finance Branch.

Records management and microfilm techniques are part of the considerations included and applied in these areas.

Volume of Work

In order to provide some idea of the volume and growth being processed, computer usage and punch card volume for the past three years has been as follows:

Computer Usage

1969-70	1,041 hours	I.B.M. 360/40
1970-71	1,188 hours	I.B.M. 360/40
1971-72	240 hours	I.B.M. 360/40
	131 hours	Univac 1106
Outside	92 hours	Univac 9200

Peripheral Processing

Note 1. IBM 360/40 time includes Central Processing Unit (CPU), print, input/output reference (i.e., total processing function).

Note 2. UNIVAC 1106 time covers CPU usage only, which is roughly five times as powerful as the 360/40.

Punch Card Input

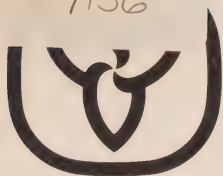
1969-70	1,500,000
1970-71	1,650,000
1971-72	1,750,000

The total staff of 37, which includes the data input preparation area, quality control clerks, computer technicians for processing automated systems, and management services officers, has not changed; although commitments have reached the limits of present resources.

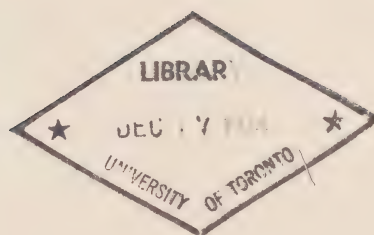
It is almost six years since the Systems and ADP Branch was formed in the Ministry of Labour. As a result of continuing development, increased involvement and complete conversion to new computing equipment at the Computer Services Centre, this activity is now beginning to make a noticeable impact in terms of value and assistance to program managers.

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~~Ontario~~
~~Ministry of Labour~~
ANNUAL REPORT
1972-1973



ONTARIO, MINISTRY OF LABOUR

~~ANNUAL~~ REPORT 1972-73

Hon. Fern Guindon, Minister
R. D. Johnston, Deputy Minister

CASQNL
1756
For the fiscal year 1
April 1, 1972 to
March 31, 1973
54th Annual Report

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To His Honour
The Lieutenant-Governor in Council

May it please Your Honour:
The undersigned has the honour to present
the 54th Annual Report
of the Ministry of Labour
for the fiscal year ending March 31, 1973.

All of which is respectfully submitted.

A handwritten signature in dark ink, reading "Fern Guindon". The script is cursive and elegant, with a large initial "F" and a long, sweeping underline for the "n" in "Guindon".

Hon. Fern Guindon
Minister

Executive DirectorD. E. Hushion

The Employment Services Division was established in 1972 to coordinate the activities of the Employment Services, Industrial Safety and Construction Safety branches. The legislation these branches administer and enforce, and the programs they conduct, are concerned with safeguarding equitable terms and conditions of employment and ensuring worker safety at the place of employment.

Employment Standards Branch
Director
M. E. Howard

The Employment Standards Branch administers The Employment Standards Act, The Industrial Standards Act, The Employment Agencies Act, and Schedules prescribing fair wage rates on government contracts.

In addition to the administrative and interpretive areas of the Branch, a staff of 69 field officers and 12 regional managers under an Administrator are responsible for enforcing the legislation. The Branch investigates complaints made by employees and also undertakes planned routine investigation programs of selected groups of industries.

By means of advertising and public speaking, the Branch tries to encourage employers to comply with the standards on their own initiative.

The Branch continues to maintain a close liaison with officers of the Northern Affairs Branch, who work out of offices in Sudbury, Sault Ste. Marie, Thunder Bay and 25 other locations throughout Northern Ontario. With the assistance of this organization, the Branch is able to provide services to most of the remote areas of Ontario. The Branch also assists a storefront operation in the Toronto area called "Services for Working People".

During fiscal 1972-73, a total of 13,125 investigations were completed. Arrears of \$2,126,750.46 were collected from 10,352 employers on behalf of 37,887 employees. A comparative breakdown of these and other statistics may be found at the end of this report.

Staff Training

Seminars and conferences for Branch personnel are held throughout the year. During 1972, a system of performance standards was initiated with the field staff. Standards dealing with attendance, expense accounts, and quantity and quality of production have been set. An effective speaking course has now been completed by most of the Branch staff.

Legislation

1. The Employment Standards Act

The Employment Standards Act is basically anti-exploitation legislation providing for minimum standards of working conditions. It is primarily aimed at assisting workers with little or no bargaining powers.

The Act sets out standards covering hours of work, notice of termination, overtime pay, statutory holiday pay, minimum wages, vacation pay, equal pay for equal work, protection for homeworkers and handicapped employees, wage protection and wage collection. As of June 30, 1972, the legislation also ensures a female employee of the right of up to 12 weeks unpaid maternity leave.

The Act also provides, in the case of a mass termination of 50 or more employees by a firm in a four-week period, that the employer notify the Minister who then initiates action to assist the affected employees. This type of legislation is the first of its kind in Canada. The Branch works closely with Canada Manpower Consulting Services in

this area. A Legislative Review Committee of the Ministry is currently reviewing all Employment Standards legislation.

2. The Industrial Standards Act

Rates of wages, overtime and vacation pay provisions and other conditions of employment affecting specified industries in designated zones or areas in Ontario may be set out in regulations under this Act. To obtain a regulation, representatives of labour and management petition the Minister. A conference of employers and employees is then convened to investigate working conditions and practices in the industry.

A schedule of working conditions may be submitted through the conference to the Minister for approval and enactment as a regulation. These working conditions then become law and are binding on all employers and employees working in the industry in the specific area of the province.

The Minister designates or defines the industries and zones to which any schedule may apply. The zones are usually restricted to definite economic areas within the province. Six industries producing apparel goods have been determined to be interprovincially competitive, and their zones include all of Ontario.

For each Industrial Standards Schedule, an advisory committee is appointed to assist in the administration and enforcement of the schedule requirements.

During 1972-73, The Industrial Standards Act has been under review by the Ministry. Pending the completion of this review, no new schedules or amendments to existing schedules are being processed.

3. The Employment Agencies Act

The Employment Agencies Act regulates employment agencies in Ontario through the issuance and control of licences. Employment agencies are defined as including any businesses which, for a fee, either assist employers to find employees or help people to find employment.

Class A agencies find persons for employment. Class B, C, and D agencies find employment for people. Employers are charged a fee by Class A agencies and the employee is charged a regulated fee by the other three classes.

During 1972-73, the number of agency licences issued increased by about five per cent over 1971-72. Of the four classes of agencies in Ontario, 415 or 87 per cent are Class A. Licence fees totalling \$45,700 were collected during 1972-73.

4. Fair Wage Schedules

The Fair Wage policy, established by order-in-council, provides for the setting of wage rates and other working conditions for construction workers on government contracts. This policy ensures that employees enjoy fair working conditions and that contractors are protected from unfair tendering practices due to low wage rates.

The Branch provides the fair wage schedules prior to the call for tenders. When the contracts are awarded, the conditions in the schedule become a part of the contract.

Government ministries and agencies using the fair wage schedules are the Ministry of Government Services, the Ministry of Transportation and Communications, the Ontario Water Resources Commission and the Ontario Housing Corporation.

The Branch enforces these requirements through jobsite interviews and payroll inspections.

This program is also currently under review by the Legislative Review Committee. Since the review began, no further increases to the fair wage rates have been implemented.

EMPLOYMENT STANDARDS BRANCH

STATISTICS *

* Note: 1971 - 72 statistics are from April 1, 1971 to March 31, 1972 inclusive
1972 - 73 statistics are from April 1, 1972 to March 31, 1973 inclusive

INVESTIGATIONS

Complaints
Routines

	1971-72	1972-73
Complaints	9,267	9,316
Routines	475	3,709
	9,742	13,125

ASSESSMENTS

Minimum Wage
Collection of Wages
Overtime Pay
Equal Pay for Equal Work
Vacation Pay
Termination of Employment

	DOLLARS COLLECTED		EMPLOYERS		EMPLOYEES	
	1971-72	1972-73	1971-72	1972-73	1971-72	1972-73
Minimum Wage	\$ 152,132.31	\$ 145,374.43	785	597	2,645	1,979
Collection of Wages	693,017.69	637,940.85	3,178	2,622	6,682	5,338
Overtime Pay	653,744.72	528,469.51	1,896	1,580	11,513	8,679
Equal Pay for Equal Work	488,615.52	37,154.20	49	14	3,673	176
Vacation Pay	732,297.59	568,532.34	4,839	4,492	26,720	20,685
Termination of Employment	** 76,941.23	209,279.13	198	1,047	300	1,030
	\$2,796,749.06	\$2,126,750.46	10,945	10,352	51,533	37,887

** This figure from January to March 1972 only.

OVERTIME PERMITS ISSUED

100 hours a Year
Special overtime

	1971-72	1972-73
100 hours a Year	405	799
Special overtime	409	1,138
	814	1,937

HANDICAP PERMITS AND HOMEWORKER PERMITS

Handicap permits
Homeworker permits

	1971-72	1972-73
Handicap permits	77	263
Homeworker permits	332	378
	409	641

FAIR WAGE SCHEDULES - GOVERNMENT CONTRACTS

Number of contracts
Dollar value of Contracts

	1971-72	1972-73
Number of contracts	1,116	795
Dollar value of Contracts	\$520,923,241	\$294,115,067

EMPLOYMENT AGENCIES LICENSES ISSUED

Class

	Initial		Renewal		Total		Revenue	
	1971-72	1972-73	1971-72	1972-73	1971-72	1972-73	1971-72	1972-73
A	83	112	314	303	397	415	\$39,700	\$41,500
B	-	3	11	10	11	13	1,100	1,300
C	1	-	-	-	1	-	25	-
D	5	15	40	33	45	48	2,250	2,900
	89	130	365	346	454	476	\$43,075	\$45,700

Industrial Safety Branch

Director

J. McNair, P.Eng.

This Branch is concerned with the protection of persons in industrial establishments and logging operations and for this purpose administers The Industrial Safety Act, 1971 and The Loggers' Safety Act. In addition, the Branch carries out inspections under The Canada Labour Code, Part IV for the Canada Department of Labour.

During the year, The Industrial Safety Amendment Act, 1972 was passed by the legislature and The Industrial Safety Act, 1971, as amended in 1972, was proclaimed in force on June 17, 1972. Ontario Regulation 259/72, under the Act, giving detailed performance standards for the protection of persons in industrial establishments, came into force at the same time. In addition, the administration of The Loggers' Safety Act was transferred to the Branch.

The Director of the Branch is a Professional Engineer and the Branch has two main sections--engineering services and field services, and the necessary clerical staff.

Engineering Services

Headed by the Chief Engineer, the engineering staff reviews drawings and specifications of factories, shops, office buildings, grain elevators and foundry ventilation systems prior to their construction or alteration. The examination includes a check of the structural stability of the buildings, emergency exits and possible health and fire hazards which may be related to the industrial processes. Any necessary amendments are shown on the drawings, enabling them to be incorporated during construction.

Under the Chief Engineer, services of 11 professional engineers are provided, six in Toronto and one each in Ottawa, Kitchener, London, Windsor and Hamilton. During the year they reviewed drawings of 5,118 projects to a total value of \$665,769,773 with revenue of \$652,149 in fees. In addition, the engineers give professional advice to the field staff while making 219 inspections.

Field Services

The field inspection staff make inspections of industrial establishments and logging operations and issue corrective directions regarding unsafe machines and practices, inadequate ventilation, fire safety, sanitary facilities and poor housekeeping. Many of their visits are at the invitation of management, who often seek and value their advice when contemplating the introduction of new machines or processes which may be hazardous. They also investigate complaints and resolve labour-management differences where safety is concerned.

The staff is organized in 12 Regions, each with a manager, located in District Offices--in Toronto (5), Windsor, London, Kitchener, Hamilton (2), Kingston and Sudbury.

The Automatic Data Processing System, providing pre-printed information on the report forms for cyclical inspection and subsequent statistical and control data, has been a useful addition to the tools available to develop more effective use of the inspection forces. The directions left by the inspectors are automatically followed up and re-inspections made where necessary. Non-compliance with the legislation resulted in 48 charges laid and \$13,625 levied in fines.

Summary of statistics

	1971-72	1972-73
Non-fatal accidents reported	61,402	55,466
Fatalities: Industrial Safety Act	39	65
Loggers' Safety Act	N/A	6
Canada Labour Code	5	5
Inspections	65,918	62,330
Directions issued	38,624	38,845
Directions completed	36,742	36,482
Revenue	462,987	652,149
Personnel	126	129

Analysis of Non-fatal accident reports - 1972-73

No. of Reports Submitted	No. of Industrial Establishments	No. of Employees	No. of Reports
Nil	59,675	384,417	Nil
1 - 5	11,117	337,773	19,925
Over 5	2,210	476,219	35,541
	73,002	1,198,809	55,466

TABLE 1 Report of Number of Inspections by Industry, April 1, 1972 - March 31, 1973

Industry	Inspections *	Special Visits	Totals
MANUFACTURING	21,296	2,927	24,223
Food and beverages	2,525	178	2,703
Tobacco products	23	6	29
Rubber products	230	76	306
Leather products	277	43	320
Textile products (except clothing)	522	90	612
Knitting mills	100	9	109
Clothing	541	18	559
Wood products	1,753	144	1,897
Furniture and fixtures	1,231	89	1,320
Paper and allied industries	499	119	618
Printing, pub. and allied industries	1,373	83	1,456
Primary metal	542	222	764
Metal Fabricating (except mach. & trans. equip.)	4,467	525	4,992
Machinery (except electrical mach.)	1,058	140	1,198
Transportation equipment	1,113	356	1,469
Electrical products	969	225	1,194
Non-metallic mineral products	1,052	190	1,242
Petroleum and coal products	85	19	104
Chemical and chemical products	979	182	1,161
Miscellaneous manufacturing	1,866	207	2,073
Misc. mfr. incidental to other industries	91	6	97
CONSTRUCTION	1,991	65	2,056
TRANSPORTATION, STORAGE AND COMMUNICATION			
Transportation	2,109	69	2,178
Storage (including grain elevators)	1,483	51	1,534
Communication	381	17	398
	245	1	246
FINANCIAL INSTITUTIONS	490	17	507
WHOLESALE TRADE			
Wholesale trade	24,918	580	25,498
Retail trade	5,916	270	6,186
	19,002	310	19,312
FINANCE, INSURANCE AND REAL ESTATE	701	32	733
SERVICES			
Education and related service	6,147	96	6,243
Health and welfare service	34	2	36
Religious organizations	250	8	258
Recreation service	1	-	1
Business service	150	1	151
Personal service	244	14	258
Miscellaneous service	4,447	38	4,485
	1,021	33	1,054
PUBLIC ADMINISTRATION AND DEFENCE	851	41	892
UNSPECIFIED OR UNDEFINED	-	-	-
TOTAL	58,503	3,827	62,330

* Inspections made with respect to the enforcement of the Acts and Regulations administered by The Department of Labour.

Industry	Inspections		Fire Escapes etc.	Plans to be submitted	Elevators and Hoists	Guarding Machinery	Heat	Light	Ventilation	Sanitation	Seats for women	Toilets etc.	Dressing Room Matron etc.	Hair Covering	Child Labour	Miscellaneous	GRAND TOTAL
	Boiler	Other pressure vessels	TOTAL														
MANUFACTURING																	
Food and beverages	6	159	165	1,361	183	9	9,062	29	250	1,449	869	6	133	7	483	6	26,661
Tobacco products	3	7	10	163	15		852	2	32	51	99						2,424
Textile products		1	1	30	3		146	7	5	54	14						1,412
Leather products		2	2	57	3		130	2	2	24	18						426
Knitting mills		1	1	54	1		319	11	33	33	22						388
Clothing		1	1	66	8		173	4	7	1	5						751
Wood products		17	17	79	22		685	2	4	65	67						93
Furniture and fixtures		12	13	136	14		290	2	6	86	27						274
Paper and allied industries	1	3	4	55	3	1	249	2	10	24	28						635
Printing, etc.	1	3	4	86	5	2	398	2	6	22	21						1,067
Machinery (except mach. & trans. equip.)		51	51	50	24		431	2	22	162	79						417
Metal fabricating (except mach. & trans. equip.)		1	1	184	13	1	2,121	7	38	271	147						700
Machinery (except electrical mach.)		9	9	164	13		624	2	11	62	23						1,785
Transportation equipment		14	14	89	1	1	616	2	20	124	87						2,494
Electrical products	1	7	8	126	10	4	358	8	109	38	7						1,453
Non-metallic mineral products		8	8	44	4		32	1	2	5	5						1,210
Petroleum and coal products		2	2	79	12		374	5	31	113	47						891
Chemical and allied products		17	17	168	16		673	3	14	132	69						1,217
Miscellaneous		1	1	3	3		16										1,769
Misc. aff. incidental to other industries																	1,995
																	57
CONSTRUCTION																	
	1	18	19	32	12		255	3	19	17							784
TRANSPORTATION, STORAGE AND COMMUNICATION																	
Transportation	1	21	22	103	9		165	1	10	22							906
Storage (including grain elevators)		19	19	38	6		81	3	16	17							387
Communication	1	1	2	33	2		68	2	2	5							109
																	225
																	110
PUBLIC UTILITIES																	
		2	2	19	2		50	6	15	2							176
TRADE																	
Wholesale trade	6	268	274	1,330	116	1	1,160	15	221	223	284						323
Retail trade	2	36	38	335	32		522	7	30	43	53						8,031
	4	252	256	995	84	1	638	8	191	180	231						2,374
FINANCE, INSURANCE AND REAL ESTATE																	5,657
	1	2	3	169	9	1	28	4	31	4	8						
SERVICE																	
Education and related service	1	19	20	128	15		355	7	21	43	92						356
Health and welfare service	1	1	2				7	1	1	2	2						1,283
Religious organizations							38			4							24
Recreation service																	34
Business service				5			9		2	2							82
Personal service		5	5	72	5		20	1	7	5							40
Police service		12	12	41	10		192	3	18	12	21						79
							85	2	1	16	14						464
																	308
FIELD ADMINISTRATION AND DEFENSE		8	17	68	8		77	1	3	34	17						501
SUPPORTIVE SERVICES																	
TOTAL	18	607	625	3,410	354	11	11,152	57	59	1,613							38,845

TABLE 3 Distribution of Employees in Industry, April 1, 1972 - March 31, 1973

12

Industry	Production	Administration	Total Employees
MANUFACTURING	920,686	246,418	1,167,104
Food and beverages	86,191	19,543	105,734
Tobacco products	1,857	438	2,295
Rubber products	26,011	7,509	33,520
Leather products	13,914	2,341	16,255
Textile products (except clothing)	30,339	6,613	36,952
Fatting mills	8,518	714	9,232
Clothing	20,160	2,377	22,537
Wool products	29,240	5,614	34,854
Furniture and fixtures	24,394	4,505	29,299
Paper and allied industries	46,783	10,975	57,758
Printing, pub. and allied industries	29,238	10,660	39,898
Primary metal	97,571	12,832	110,403
Metal fabricating (except mach. & trans. equip.)	112,828	32,606	145,434
Machinery (except electrical mach.)	47,456	22,127	69,583
Transportation equipment	140,437	30,341	170,778
Electrical products	97,707	41,270	138,977
Non-metallic mineral products	26,372	7,011	33,383
Petroleum and coal products	3,467	842	4,309
Chemical and chemical products	33,124	15,529	48,653
Miscellaneous manufacturing	43,137	11,661	54,798
Misc. mfg. incidental to other industries	1,942	510	2,452
CONSTRUCTION	17,216	5,381	22,597
TRANSPORTATION, STORAGE AND COMMUNICATION	47,185	11,621	58,806
Transportation	32,863	6,871	39,734
Storage (including grain elevators)	4,038	1,433	5,471
Communication	10,284	3,317	13,601
PUBLIC UTILITIES	10,516	3,348	13,864
Trade	200,762	54,264	255,026
Wholesale trade	42,680	23,241	65,921
Retail trade	158,082	31,023	189,105
FINANCE, INSURANCE AND REAL ESTATE	4,880	1,967	6,847
SERVICE	43,054	8,159	51,213
Education and related service	1,162	448	1,610
Health and welfare service	4,670	656	5,326
Religious organizations	856	142	998
Recreation service	2,513	1,341	3,854
Business service	26,946	3,859	30,805
Personal service	6,907	1,713	8,620
Miscellaneous service			
PUBLIC ADMINISTRATION AND DEFENCE	35,346	20,881	56,227
UNSPECIFIED OR UNDEFINED	-	-	-
TOTAL	1,279,645	352,039	1,631,684

Construction Safety Branch

Director

R. K. Cleverdon, P.Eng.

This Branch is concerned with the safety of workmen engaged in the construction, alteration, repair, demolition or removal of buildings or other structures, streets and highways, in the excavation of trenches and in underground work in shafts and tunnels, caissons, cofferdams and work under compressed air on such projects.

Headed by a professional engineer, the Branch is responsible for the administration of three pieces of legislation concerning the safety of workmen on construction projects.

The Trench Excavators' Protection Act

The inspection and enforcement of the requirements of The Trench Excavators' Protection Act is carried out by trench inspectors appointed by the 882 local municipalities. Provincial inspectors instruct, advise and assist the municipal trench inspectors, and directly enforce the Act in unorganized territories in the territorial districts of Northern Ontario and elsewhere in Ontario by municipal request.

An annual report must be prepared by the senior municipal trench inspector for the council of his municipality, giving statistical information on the length of trenches excavated and other relevant data. Approximately 1,600 miles of trenches were excavated in Ontario in 1972. Reports were received from the inspectors of 548 of the 882 municipalities. Most of the others were under provincial enforcement.

Nine workmen were killed on trenching projects, two of these in cave-ins. Further details appear in the tables in the Statistics Section.

The Construction Safety Act

The Construction Safety Act is enforced by 106 of the larger municipalities in Ontario, who have appointed 240 inspectors. The remainder of the Province is covered by provincial inspectors. Mandatory appointments are required to be made by three regions, one district, 34 counties, 34 cities, six separated towns, one separated township, three local municipalities over 50,000 population, five boroughs of Metropolitan Toronto, and 19 local municipalities over 5,000 population in the territorial districts. Twenty-five of these were under provincial enforcement during all or part of the year, by municipal request.

Thirty-four workmen were fatally injured on projects under The Construction Safety Act, 33 within the municipalities required to appoint an inspector and one within unorganized territory under provincial inspection (details in the Statistics Section).

Regulation 214

This Regulation, made under section 11 of The Department of Labour Act, deals with such underground work as the construction of shafts, tunnels, caissons, cofferdams and projects under compressed air. It is enforced throughout Southern Ontario by four specialist construction safety officers and in Northern Ontario by the construction safety officers located there. During the year, 497 projects were under inspection under this Regulation, of which 117

were tunnels over 50 feet in length. The total length of tunnels under inspection was over 34 miles, 12 of these projects under compressed air.

In over 38,500 decompressions of compressed-air workers during the year, only six men reported a case of compressed-air sickness. One workman was fatally injured on a caisson project, but none in tunnelling. There has only been one fatality due to a cave-in in a tunnel project in Ontario in the past nine years.

Branch personnel comprised the director (professional engineer), five regional engineers (professional engineers), one technical services engineer (professional engineer), six construction safety supervisors, 19 construction safety officers, eight stenographic and clerical staff. Construction safety staff are located in Hamilton (2), Kitchener (4), London (3), Kingston, Lindsay, Ottawa, Sudbury (2), Kirkland Lake and Thunder Bay, and 11 work from the Toronto office.

CONSTRUCTION SAFETY BRANCH

Summary of inspectors' annual reports
The Construction Safety Act
Calendar year 1972

Number of Inspectors appointed	240
Number of Inspections	120,853
Number of Informations laid	353*
Number of Convictions	205*
Total amount of fines	\$39,521.00
Number of Fatalities on projects under The Construction Safety Act	34**
Number of Stop Work Orders	4,487
Number of Orders to Comply	19,302

**33 of 34 fatalities occurred in municipalities required to appoint an inspector under The Construction Safety Act and one occurred in territorial districts.

Reports received from 102 of 106 municipalities required to appoint an inspector.

(*81 of the informations were directly laid by the Ministry of Labour resulting in 49 convictions and \$12,460.00 in fines)

Summary of inspectors' annual reports
The Trench Excavators' Protection Act
Calendar year 1972

Number of Inspectors appointed	708*
Number of Notices received	28,358
Total length of trenches for which notices were received	8,766,979 lin. ft. (approx. 1,660 miles)
Number of Informations laid	77
Number of Convictions	37
Total amount of fines	\$13,384.00
Fatalities on projects under The Trench Excavators' Protection Act	9
Number of Stop Work Orders	393
Number of Orders to Comply	1,539
Number of Inspections reported	74,393

*Number of inspectors recorded in annual reports submitted as at March 31, 1973
(548 Local municipalities out of 882)

Inspections By Construction Safety Officers
April 1, 1972 to March 31, 1973

The Construction Safety Act

1. Joint inspections with municipal inspectors	3,387
2. Direct inspections by Provincial Construction Safety Officers	3,499
3. Other independent inspections	361
4. Promotional, public relations, and miscellaneous calls	1,139
TOTAL	8,386

Inspections By Construction Safety Officers
April 1, 1972 to March 31, 1973

The Trench Excavators' Protection Act

1. Joint inspections with municipal inspectors	1,726
2. Direct inspections by Provincial Construction Safety Officers	734
3. Other independent inspections and calls on trench inspectors.	592
TOTAL	3,052

Projects Inspected Under Regulation 714

April 1, 1972 to March 31, 1973

Projects Under Compressed Air.

No.	Contractor	Location	Pressure		Shift Workers	No. of Decompressions		Total	No. of cases of bends
			Min.	Max.		Supervisors etc.			
*69/274	S. McNally & Sons Ltd.	Toronto	6	20	14,048	4,230	18,278	6	
71/215	Cristan Construction Co. Ltd.	Toronto	6	11	851	260	1,111	-	
*71/291	S. McNally & Sons Ltd.	Mississauga	8	11	3,229	708	3,937	-	
71/397	Ontario Underground Co. Ltd.	Toronto	5	9	464	198	662	-	
71/399	Dibco Underground Ltd.	Niagara Falls	4	10	2,250	319	2,569	-	
*71/417	S. McNally & Sons Ltd.	Toronto	2	7	2,704	1,324	4,028	-	
71/428	Bandiera & Associates Toronto Ltd.	Toronto	12	13	20	6	26	-	
*71/451	Valentine Enterprises Contract.	Toronto	8	20	2,382	366	2,748	-	
72/1	Scott-Jackson Const. Ltd.	Thunder Bay	4	10	791	174	965	-	
*72/117	Jno. Maguire Contracting Co.	Toronto	3	14	624	312	936	-	
72/147	Ontario Underground Co. Ltd.	Toronto	2	8	797	300	1,097	-	
*72/174	Sansone Const. Co. Ltd.	Toronto	8	14	1,450	754	2,204	-	
TOTAL					29,610	8,951	38,561	6	

*Projects still in process April 1, 1973

PROJECTS UNDER REGULATION 214 - APRIL 1, 1972 to MARCH 31, 1973

INSPECTION SUMMARY

	Projects under inspection	Completed during year	C/F to next year	Length of Tunnel feet		Projects under compressed air	No. of inspections	No. of directions	No. of inspections with no directions
				Less than 60" diam.	60" diam. and over				
Long Tunnels	117	81	36	3,270	165,795	12	1,641	744	1,202
Short Tunnels (under 50')	132	113	19	10,496	1,226	-	529	83	449
Jacked Tunnels	95	80	15	9,648	1,135	-	276	58	275
Large Caissons	7	6	1	N/A	N/A	-	24	11	19
Augured Caissons	114	93	21	N/A	N/A	-	509	63	434
Cofferdams, Underpinning, etc.	32	22	10	N/A	N/A	-	153	25	133
TOTALS:	497	395	102	23,414	168,156	12	3,132	984	2,512

Assistant Deputy Minister
W. H. Dickie

The activities of the Industrial Relations Division are directed towards the promotion and maintenance of labour peace. Within the division, the Ontario Labour Relations Board, Conciliation and Mediation Services and the Labour-Management Arbitration Commission are concerned with labour-management relations, assistance in settling their disputes and arbitration of grievances.

Ontario Labour Relations Board

Chairman

G. W. T. Reed, QC

The Ontario Labour Relations Board administers a large part of The Labour Relations Act, including: certification of trade unions as collective bargaining agents for employees, termination of bargaining rights, declarations of unlawful strikes and lockouts, investigation and hearing of complaints of unfair practices, granting leave to prosecute for alleged violations of provisions of the Act, the settlement of jurisdictional disputes and accreditation of employers' organizations in the construction industry. In addition, the Board is empowered to issue declarations that strikes and lockouts are unlawful and to grant consent to the institution of prosecutions under The Hospital Labour Disputes Arbitration Act.

Composition

The Board is composed of a chairman, seven vice-chairmen (one, the alternate chairman), five employer representatives and five employee representatives, all appointed by the Lieutenant-Governor in Council. Under the Act, the Board may sit in two or more divisions, provided a quorum is present in each division. The chairman must designate one as the construction industry division to deal with certification and termination applications in the construction industry. This division has also been used in most jurisdictional dispute cases.

Location of Hearings

It is common for three and with increasing frequency four divisions to be sitting simultaneously, sometimes in different parts of the Province. While most cases are heard in Toronto, complaints involving discrimination in employment or cases involving a substantial number of witnesses are generally heard at or near the municipality in which the employer is located. In addition, investigations by field officers into complaints of discrimination in employment, inquiries by examiners as directed by the Board and representation votes conducted by returning officers are normally held at or near the premises of the employer.

Board Reports

The Board publishes a monthly report available free to the public. The report is printed in two severable sections. The first section contains the texts of Board decisions including an index of summaries of the subject matter of the decisions. The second section lists the cases disposed of by the Board and gives the bargaining units found in certification cases. Also in this section are quarter-yearly statistics of the Board's operation.

The 12 issues of the report published in fiscal year 1972-73 contained a total of 1,484 pages, of which 942 reported texts of 272 Board decisions. Together, the reports can form an annual law report for those who argue cases before the Board.

As of March 31, 1973, 1,129 copies of the report were mailed to persons and organizations in Ontario. Another 183 were mailed to other provinces, the United States and other countries.

Summary of Operations

The Board employs a field staff to assist it in the administration of the Act and may appoint a field officer to investigate complaints of unfair practices in employment.

In 1972-73, field officers investigated 235 complaints of discrimination in employment, compared to 195 in 1971-72 (Table 3). The officers obtained settlements in 90 cases, and submitted reports in 121 cases in which they were unable to achieve settlements. The remaining 24 complaints were still under investigation when the year ended.

On a purely voluntary basis, the field staff is occasionally asked to conduct votes in connection with strikes, the ratification of collective agreements and the selection of union officers.

Board examiners were assigned 443 representation cases for formal investigation during 1972-73, compared to 306 in 1971-72. These included 377 certification cases, two for termination of bargaining rights, 35 for accreditation of construction employer organization, one on the status of a successor employer, 27 on the status of individuals as employees, and one involving an employee's request for a financial statement from his union.

In 141 cases the examiners secured agreement from the parties on the issues under investigation and submitted reports in 231 cases in which they were unable to obtain settlement. Seven cases were withdrawn before investigation was begun, and 32 were dismissed by the Board when the parties sought withdrawal during investigation or after a date had been set for the examiner to meet with the parties. The remaining 32 cases were still under investigation at the end of the year.

Returning officers conducted a total of 252 elections directed by the Board (Table 4). These included 222 held in certification cases, 16 in termination of bargaining rights cases and four in cases on the status of successor employers. There were 14,758 employees eligible to vote in the certification elections and 13,041, or 88 per cent of them, cast their ballots. In the successor status elections 15 of the 130 eligible employees did not vote.

Case Load

Total cases received increased by 11 per cent from 1,598 in 1971-72 to 1,766 in 1972-73, continuing the upward trend in case intake since 1966-67, except for a pause in 1971-72.

The number of cases disposed of by the Board increased by 14 per cent from 1,498 in 1971-72 to 1,705 in 1972-73.

At the end of the fiscal year, there were 376 cases pending at various stages of processing, against 317 at the end of the previous year.

During the fiscal year the Board conducted 1,338 hearings and continuations of hearings, an increase of 190 over 1971-72. A breakdown of the cases received and disposed of by the Board in 1972-73 is provided in Table 1. A comparison of this year's case intake and disposition with those of the previous four years is presented in Table 2. The results of investigations conducted

by the Board's field officers and examiners are shown in Table 3. The results of representation elections conducted by the Board's returning officers are given in Tables 4 and 4A.

Judicial Review of Board's Decisions

There were no new appeals to the Court of Appeal during the year. In the one case pending at the start of the year, the Court of Appeal concurred with the High Court's support of the Board's decision.

On April 17, 1972, the new Divisional Court assumed the High Court's jurisdiction to review the Board's decisions. During the fiscal year, 16 cases were removed to the Divisional Court for review. One was withdrawn without disturbing the Board's decision; another after a Court direction on consent of the parties, where the Board revoked its earlier decision and ordered a new representation vote. The Divisional Court upheld eight more of the Board's decisions, leaving six cases pending at the end of the year. No decisions were quashed.

Certification of Bargaining Agents

In 1972-73, the Board received 1,111 certification applications, a 17 per cent increase over last year and second only to the all-time high of 1,115 in 1956-57. Also it was the ninth successive year that the certification intake had been above the 900 mark.

Unions affiliated with the Canadian Labour Congress continued to file the bulk of certification applications received by the Board (Table 5), 79 per cent of the total intake. Of the 56 affiliates involved, the Labourers Union made 143 applications, the Carpenters Union 139, the Public Employees Union (CUPE) 108, and the International Operating Engineers Union 67.

International and national unions not affiliated with the Canadian Labour Congress filed 181 certification applications in 1972-73 or 17 per cent of the total. The Teamsters made 89 applications, the Christian Labour Association 34 and the Electrical Workers (U.E.) 11. Independent unions confined to a single plant or employer, including nurses associations, filed 50 applications, about five per cent of the total.

Table 6 gives the industrial distribution of the certification applications received by the Board in the fiscal year 1972-73. Non-manufacturing establishments accounted for 831 or 75 per cent of the total 1,111 applications received. Within this category, the construction industry led with 449 applications, health and welfare services followed with 96, and wholesale trade came third with 41.

Manufacturing industries contributed the remaining 280 applications, or 25 per cent of the total. In this category, food and beverage plants led with 37 applications, and metal fabricating plants ranked second with 35.

The Board also processed 155 applications carried over from the previous year, a total certification case load of 1,266. Of this total, 1,093 were disposed of, 753 of which were granted,

230 dismissed, and 110 withdrawn. The remaining 173 cases were pending at March 21, 1973.

Of the 1,093 certification applications disposed of, final decision on bargaining units in 208 cases were based on the results of representation elections (Table 4A). Of the 208 elections conducted, unions won 123 and lost 85. There were 15,250 employees eligible to vote in the total 208 elections and 12,685, or 84 per cent, cast their ballots.

In the 123 elections that were won and resulted in certification, 8,162 or 82 per cent of the 9,997 employees who were eligible to vote cast their ballots; and of the 8,162 who cast ballots 5,842, or 72 per cent, favoured union representation. Of the 5,253 eligible voters in the 85 elections that were lost and resulted in dismissal, 4,523, or 86 per cent, voted; and of those who voted, 1,443 or 32 per cent were in favour of unions.

The 753 cases in which certification was granted represented 69 per cent of the applications disposed of in 1972-73, compared with 60 per cent in 1971-72.

Small bargaining units continue to predominate in certified cases (Table 7). The average size of the units granted in the 753 cases certified in 1972-73 was 30 employees, compared with 31 in 1971-72. About 83 per cent of these cases involved units of 39 or fewer employees and 50 per cent applied to units of nine or fewer employees. The total number of employees affected by the 753 applications in which certification was granted was 22,777. This was 5,531 employees more than the number covered by the 550 certifications of 1971-72.

Table 8 shows the time taken by the Board to process the 753 applications in which certification was granted. About 86 per cent of these cases took 84 days (three months) or less to process from filing to disposition, 76 per cent took 56 days (two months) or less, 55 per cent took 28 days (one month) or less, and 43 per cent required 21 days (three weeks) or less. Only six per cent, 43 cases, needed more than 168 days (six months).

Of the 753 certified cases, 291 were construction industry applications. About 93 per cent of the construction cases took 84 days (three months) or less to complete, 90 per cent took 56 days (two months) or less, 75 per cent took 21 days (three weeks) or less, and 58 per cent took 14 days or less. Nineteen cases, or six per cent, required longer than 84 days (three months).

Of the 462 cases certified in industries other than construction, the elapsed time from filing to disposition in 80 per cent was 84 days (three months) or less. About 68 per cent required 56 days (two months) or less; 39 per cent took 28 days (one month) or less. About seven per cent, 32 cases, took longer than 168 days (six months).

Termination of Bargaining Rights

During the fiscal year 1972-73, the Board received 56 applications seeking termination of the bargaining rights of trade unions, 17 fewer than in 1971-72. In addition, there was a carry-over of ten cases from last year. Of the 66 total, termination was granted in 28 cases, 23 cases were dismissed and seven were withdrawn.

Eight cases were pending at the close of the year.

In the 28 cases granted, unions lost the right to represent 874 employees. That right was retained in the 30 cases that were dismissed or withdrawn.

Of the 51 cases that were granted or dismissed, 16 were concluded on the results of representation elections (Table 4A). There were 444 employees eligible to vote in these elections of whom 403 or 91 per cent cast their ballots.

Status of Successor Trade Union or Successor Employer

In 1972-73 the Board dealt with 40 applications for declarations concerning the status of successor trade unions, compared with seven in 1971-72. Affirmative declarations were issued by the Board in 16 cases, one case was dismissed, two were withdrawn, and 21 were pending at the end of the year.

The Board also processed 26 applications for declaration concerning the status of successor employers, compared with 24 in 1971-72. Affirmative declarations were issued in four cases; seven cases were dismissed, four were withdrawn, and 11 were pending at the close of the year.

Representation elections were conducted in two of the successor employer cases that were disposed of (Table 4A). Of the 68 employees eligible to vote in the elections 64 participated.

Accreditation of Employer Organizations

During the fiscal year 1972-73 the Board received 23 applications for accreditation of employer organizations in the construction industry. Twenty-one were carried over from the previous year. Of the 44 cases, 11 accreditations were issued to organizations to represent 447 construction firms employing 6,570 workers, two applications were dismissed and one was withdrawn. The remaining 30 cases were pending at the end of the year.

Strikes and Lockouts

In 1972-73, the Board received 28 applications for declaration that employees had engaged in unlawful strikes, including six filed under The Hospital Labour Disputes Arbitration Act. There were two carried over from the previous year. Of the total 30 cases, nine were granted, one was dismissed and 16 were withdrawn. Four cases were pending at the end of the year. Four of the cases granted and two of those withdrawn were processed under The Hospital Labour Disputes Arbitration Act. A total of 205 employees were involved in the nine cases in which strikes were declared illegal by the Board.

The Board also dealt with four applications for declaration of unlawful lockouts. Of these two were dismissed and one was withdrawn. The other was pending at the close of the year. The two cases dismissed were filed under the Hospital Act.

Directions Respecting Unlawful Strikes or Lockouts

(section 123, The Labour Relations Act, re construction industry)
In 1972-73, the Board dealt with 11 applications, one of which was pending last year, seeking directions in respect to alleged unlawful strikes in the construction industry. Of these, three were granted, two dismissed and five withdrawn. One was pending at the close of the year.

Also processed by the Board were 12 applications seeking directions in respect of alleged lockouts. One direction was issued; four cases were dismissed, six were withdrawn and one was pending at year-end.

Consent to Prosecute

The Board received 133 applications for consent to prosecute in 1972-73 of which 32 were filed under The Hospital Labour Disputes Arbitration Act. This total was 40 fewer than in 1971-72.

Employers filed 44 cases against trade unions and employees for alleged unlawful strikes. Unions and employees submitted 87 cases against employers for various alleged illegal acts, one against a union, and one against a union and an employer jointly. Four of the cases filed by employers and 28 of those submitted by unions and employees were filed under The Hospital Labour Disputes Act.

There were 20 cases carried over from last year, making a total of 153 prosecution cases processed by the Board in 1972-73. Of this total, 23 were granted, 35 were dismissed and 74 were withdrawn. The remaining 21 were pending at the end of the year. One of the cases granted, 27 of those dismissed, and three of those withdrawn were filed under The Hospital Labour Disputes Arbitration Act.

Of the 23 cases granted, the Board found violations by employers in 12 cases and by trade unions and employees in the remaining 11.

Complaints of Unfair Practices in Employment

In the fiscal year 1972-73, the Board received 241 complaints of unfair practices in employment, an increase of 47 over the number for last year. Unions filed 155 of the complaints, of which 151 were against employers, two against other unions, and two against other unions and employers jointly. Employees submitted the remaining 86, of which 33 were against employers, 41 against unions, and 12 against unions and employers jointly.

The principal complaint directed at employers was alleged illegal discharge or discrimination against employees for union activity. Against unions the principal charge was alleged failure to represent employees fairly.

An additional 66 complaints were carried over from the previous fiscal year making a total of 307 cases dealt with by the Board in 1972-73. Of the total, 224 were disposed of, and the remaining 83 were pending at the end of the year.

Of the 224 complaints that were disposed of, 88 were settled in discussions with Board field officers, three were dismissed and four were withdrawn before an officer was appointed, 18 were

dismissed by the screening panel, three were dismissed and 27 withdrawn after they had been listed for hearing, and 80 went to hearings by the Board. Of the 81 that were heard, the Board granted relief in 20 cases, 58 were dismissed and three were withdrawn.

In the 20 cases in which violations were found, the Board ordered employers and a union to pay specific compensation to nine employees amounting to a total of \$6,111.52. Other payments to 13 employees were to be agreed upon by the parties. In addition, the Board directed employers to reinstate 18 employees.

Trusteeship Reports

During the fiscal year, five statements were filed with the Board by parent unions reporting that local unions had been placed under trusteeship, two less than in 1971-72. Since the trusteeship provisions of the Act came into force in 1960, a total of 65 trusteeships were reported as of March 31, 1973. Of this number, 45 were reported discontinued by parent unions, including one this year. At the end of the fiscal year, there were three trusteeships still in effect, and the status of the remaining 17 was not known.

Jurisdictional Disputes

Twenty-one complaints of jurisdictional disputes were dealt with by the Board during the fiscal year 1972-73. Eight of the complaints contained requests for interim orders, cease-and-desist directions, and final directions; five included requests for interim orders and final directions; one sought a cease-and-desist direction and a final direction; and seven requested final directions only.

Of the 21 complaints, 15 were disposed of, and the remaining six were pending at the close of the year. Of the 15 that were disposed of, the Board issued five interim orders and four final directions in eight complaints, four complaints were dismissed, and three were withdrawn.

Miscellaneous Applications and Complaints

During the fiscal year 1972-73, two applications were received under section 37(3) of the Act, seeking modification of the arbitration provisions in a collective agreement. One case was carried over from last year. Of the three, one was granted, one was withdrawn and one was pending at the end of the year.

Eight applications were filed during the year under section 39 of the Act, in which employees sought exemptions from the union security provisions of collective agreements because of their religious beliefs. There were ten cases carried over from the previous year. Of the total 18 cases, 16 were granted and two were dismissed.

One application was filed under section 10 of the Act, requesting access to an employer's property. This case was dismissed.

Eight applications were received in 1972-73 under section 44(3) of the Act, seeking early termination of collective agreements. Consent to early termination was granted in seven cases while the remaining case was pending at the close of the year.

Five complaints, including one carry-over, were processed by the Board under section 76 of the Act concerning the failure of trade unions to furnish members with copies of their current financial statement. One complaint was granted, two were dismissed and two were withdrawn.

In 1972-73 the Board received 32 applications under section 95(2) of the Act, in which decisions were sought on whether persons were employees under the Act. There were nine cases carried over from the previous year. Of the total 41, decisions were issued clarifying the matter in 13 cases, five cases were dismissed and 11 were withdrawn. The remaining 12 were pending at the end of the year.

In 1972-73, 18 cases were referred to the Board by the Minister of Labour under section 96 of the Act for decisions on questions arising from conciliation applications or requests for the appointment of arbitrators. Seven other cases were carried over from the previous year. Of the total 25 cases, 23 were disposed of, and the remaining two were pending on March 31, 1973.

ONTARIO LABOUR RELATIONS BOARD

TABLE 1

SUMMARY OF APPLICATIONS AND COMPLAINTS DEALT WITH BY ONTARIO
LABOUR RELATIONS BOARD, FISCAL YEAR 1972-73

Type of Case	Caseload			Cases Disposed of					Cases pending March 31, 1973
	Total	Carried over from fiscal year 1971-72	Filed Fiscal year 1972-73	Total	Granted	Dis-missed	With-drawn		
Total, all types	2,081	315	1,766	1,705	921	421	363	376	
Certification of bargaining agents	1,266	155 ¹	1,111	1,093	753	230	110	173	
Declaration of termination of bargaining rights	66	10	56	58	28	23	7	8	
Declaration of successor trade union or employer	66	6	60	34	20	8	6	32	
Accreditation of employer organization	44	21	23	14	11	2	1	30	
Declaration of unlawful strike or lock-out ..	34	2	32	29	9	3	17	5	
Direction respecting unlawful strike or lock-out	23	1	22	21	4	6	11	2	
Consent to prosecute	153	20 ¹	133	132	23	35	74	21	
Complaint of unfair practice in employment ..	307	66	241	224	20	84	120	83	
Right of access	1	-	1	1	-	1	-	-	
Modification of arbitration provision in collective agreement	3	1	2	2	1	-	1	1	
Exemption from union security provision in collective agreement	18	10	8	18	16	2	-	-	
Early termination of collective agreement ...	8	- 1	8	7	7	-	-	1	
Trade union financial statement	5	1	4	5	1	2	2	-	
Complaint respecting jurisdictional disputes	21	6	15	15	8	4	3	6	
Question of whether person is employee	41	9 ¹	32	29	13	5	11	12	
Reference of question in conciliation application or request for appointment of arbitration	25	7 ¹	18	23	7	16	-	2	

TABLE 2
APPLICATIONS AND COMPLAINTS RECEIVED AND DISPOSED OF BY ONTARIO
LABOUR RELATIONS BOARD, FISCAL YEARS 1968-69 TO 1972-73

Type of Case	Number received, fiscal year					Number disposed of, fiscal year						
	Total	1968-69	1969-70	1970-71	1971-72	1972-73	Total	1968-69	1969-70	1970-71	1971-72	1972-73
Total, All types ...	8,183	1,565	1,621	1,633	1,598	1,766	8,008	1,534	1,587	1,684	1,498	1,705
Certification of bargaining agents	5,156	1,035	1,046	1,015	949	1,111	5,103	1,028	999	1,068	915	1,093
Declaration of termination of bargaining rights	363	70	89	75	73	56	363	70	83	82	70	58
Declaration of success trade union or employer	212	66	30	30	26	60	184	41	52	32	25	34
Accreditation of employer organization ..	48	-	-	-	25	23	18	-	-	-	4	14
Declaration of unlawful strike or lock-out	251	44	63	77	35	32	249	45	59	80	36	29
Direction respecting unlawful strike or lockout	33	-	-	1	10	22	31	-	-	-	10	21
Consent to prosecute ...	734	105	146	177	173	133	729	104	141	180	172	132
Complaints of unfair practice in employment	934	183	173	145	192	241	892	190	176	153	149	224
Miscellaneous	452	62	74	113	115	88	439	56	77	89	117	100

TABLE 3
RESULTS OF INVESTIGATIONS CONDUCTED BY EXAMINER AND FIELD OFFICERS IN CASES
PROCESSED BY ONTARIO LABOUR RELATIONS BOARD, FISCAL YEAR 1972-73.

Type of case	Total number of cases assigned for investigation	Number of cases in which reports submitted	Number of cases in which agreement or settlement obtained	Number of cases with- drawn before investigation began	Number of cases dismissed (with- drawal during investigation denied)	Number of cases pending investigation at March 31, 1973
Total, all types	678	352	231	7	32	56
Certification of bargaining agents	377	220	96	7	32	22
Termination of bargaining rights.....	2	1	1	-	-	-
Accreditation	35	-	29	-	-	6
Status of successor employer....	1	-	1	-	-	-
Status of person as employee....	27	10	13	-	-	4
Complaint of unfair practice in employment	235	121	90	-	-	24
Trade union financial statement	1	-	1	-	-	-

TABLE 4
RESULTS OF REPRESENTATION ELECTIONS CONDUCTED BY ONTARIO
LABOUR RELATIONS BOARD, FISCAL YEAR 1972-73

Type of Election	Elections Conducted			Employees Eligible to Vote				Votes Cast by Eligible Employees						
	Total Elections ¹	Number Won	Number Lost	Total Eligible	In Elections		Total Votes Cast	In Elections		Total Votes for Unions	For Unions			
					Won	Lost		Won	Lost		In Elections			
											Won	Lost		
Total, all elections	242	135	107	15,337	9,904	5,433	13,562	8,567	4,995	7,572	5,766	1,806		
Certification elections	222	129	93	14,758	9,654	5,104	13,041	8,352	4,689	7,328	5,624	1,704		
Pre-Hearing Cases	92	57	35	9,549	5,973	3,576	8,592	5,266	3,326	4,539	3,433	1,106		
One-Union Elections	66	36	30	7,098	4,131	2,967	6,275	3,533	2,742	3,120	2,259	861		
Two-Union Elections	23	20	3	1,961	1,601	360	1,847	1,503	344	1,170	1,020	150		
Two-Union Elections, with "No Union" Choice	2	1	1	364	241	123	348	230	118	201	154	47		
Three-Union Elections, with "No Union" Choice	1	-	1	126	-	126	122	-	122	48	-	48		
Regular Cases	130	72	58	5,209	3,681	1,528	4,449	3,086	1,363	2,789	2,191	598		
One-Union Elections	114	63	51	4,385	3,180	1,205	3,720	2,629	1,091	2,272	1,907	365		
Two-Union Elections	13	6	7	525	292	323	448	176	272	353	120	233		
Two-Union Elections, with "No Union" Choice	3	3	-	299	299	-	281	281	-	164	164	-		
Successor Employer Elections ...	4	2	2	130	89	41	115	78	37	60	49	11		
One-Union Elections	3	1	2	83	42	41	75	38	37	32	21	11		
Two-Union Elections	1	1	-	47	47	-	40	40	-	28	28	-		
Termination of Bargaining Rights Elections	16	4	12	449	161	288	406	137	269	184	93	91		

1. Includes all elections conducted during the fiscal year 1972-73 in which the ballots cast were counted. Where an initial election was set aside after the ballots cast had been counted and a return election was conducted, both the initial and the return election were included in the table. Excluded from the table are 3 certification elections that were set aside without a count of ballots cast. There were 185 employees eligible to vote in the 3 elections and 167 of these employees cast ballots.

TABLE 4A
RESULTS OF REPRESENTATION ELECTIONS CONDUCTED IN CASES DISPOSED OF BY
ONTARIO LABOUR RELATIONS BOARD, FISCAL YEAR 1972-73

Type of Election	Elections Conducted			Employees Eligible to Vote				Votes Cast by Eligible Employees					
	Total Elections ¹	Number Won	Number Lost	Total Eligible	In Elections		Total Votes Cast	In Elections			For Unions		
					Won	Lost		Won	Lost	Total Votes ¹ for Unions	Won	Lost	
Total, All Elections	228	129	99	15,824	10,247	5,577	13,203	8,377	4,826	7,552	5,984	1,568	
Certification Elections	208	123	85	15,250	9,997	5,253	12,685	8,162	4,523	7,285	5,842	1,443	
Pre-hearing Cases	83	50	33	9,608	6,110	3,498	8,166	5,141	3,025	4,496	3,483	1,013	
One-Union Elections	66	36	30	7,558	4,420	3,138	6,453	3,772	2,681	3,288	2,425	863	
Two-Union Elections	16	13	3	1,809	1,449	360	1,713	1,369	344	1,054	904	150	
Two-Union Elections, with "No Union" Choice	1	1	-	241	241	-	230	230	-	154	154	-	
Regular Cases	125	73	52	5,642	3,887	1,755	4,519	3,021	1,498	2,789	2,359	430	
One-Union Elections	107	61	46	4,611	3,158	1,453	3,624	2,377	1,247	2,304	1,906	398	
Two-Union Elections	15	9	6	732	430	302	614	363	251	322	290	32	
Two-Union Elections, with "No Union" Choice	3	3	-	299	299	-	281	281	-	163	163	-	
Successor Employer Elections ...	4	2	2	130	89	41	115	78	37	60	49	11	
One-Union Elections	3	1	2	83	42	41	75	38	37	32	21	11	
Two-Union Elections	1	1	-	47	47	-	40	40	-	28	28	-	
Termination of Bargaining Rights Elections	16	4	12	444	161	283	403	137	266	207	93	114	

1. Includes only final elections conducted in cases disposed of during the fiscal year; i.e., those that resulted in certification or dismissal of bargaining units. Thus, where an initial election was set aside after the ballots cast had been counted and a rerun election was conducted, only the rerun election was included in the table.

TABLE 5

CERTIFICATION APPLICATIONS RECEIVED AND DISPOSED OF BY ONTARIO
LABOUR RELATIONS BOARD, BY UNION, FISCAL YEAR 1972-73

Union	Number of cases Received	Number of cases disposed of				Union (Cont'd)	Number of cases Received	Number of Cases disposed of			
		Total	Certified	Dismissed	Withdrawn			Total	Certified	Dismissed	Withdrawn
All Unions	1,111	1,093	753	230	110						
CLC Affiliates	880	840	588	168	84	CLC Affiliates (cont'd)					
Auto Workers	31	28	23	2	3	Plumbers	13	13	6	5	2
Bakery Workers	3	2	1	-	1	Potters	1	1	1	-	-
Boot and Shoe Workers	2	-	-	-	-	Printing Pressmen	4	4	3	1	-
Brewery Workers	16	14	9	3	2	Public Employees	108	100	78	15	7
Brick and Clay Workers	1	-	-	-	-	Railway Transportation and General Employees	9	9	5	2	2
Bricklayers	21	13	13	-	-	Retail Clerks	8	9	9	2	-
Broadcast Employees (NABET) ...	1	1	1	-	-	Retail Wholesale Employees ..	7	9	6	2	1
CLC Directly Chartered						Rubber Workers	8	8	7	1	-
Local Unions	2	2	2	-	-	Service Employees					
Canadian Telephone Employees ..	2	2	2	-	-	International Union	36	39	31	8	-
Carpenters	139	139	86	34	19	Sheet Metal Workers	5	4	3	1	-
Cement Workers	4	4	2	2	-	Shoe Workers, United	5	2	2	-	-
Chemical Workers	6	6	5	1	-	Steelworkers	45	44	32	7	5
Clothing Workers Amalgamated ..	2	3	2	1	-	Structural Iron Workers	27	26	13	8	5
Communication Workers	1	1	1	-	-	Technical Engineers	7	7	5	1	1
Doll and Toy Workers	1	1	-	-	-	Textile Workers Union	4	9	8	1	-
Electrical Workers (EEBW)	18	14	12	2	-	Textile Workers, United	4	4	2	2	-
Electrical Workers (IUE)	4	3	2	1	-	Tobacco Workers	1	1	1	1	-
Food Workers	12	12	6	5	1	Typographical Union	3	2	1	1	-
Garment Workers, Ladies	-	1	1	-	-	Woodworkers	17	19	12	7	-
Graphic Arts	8	8	5	1	2						
Hatters	2	2	2	-	-	Non-CLC Affiliates	231	253	165	62	26
Hotel Employees	12	14	5	7	2	Christian Labour Association	34	40	28	11	1
Jewelry Workers	1	1	1	-	-	Christian Trade Unions	10	10	8	-	2
Labourers	143	136	91	27	18	Civil Service Association of Ontario	7	19	18	-	1
Laundry Workers	2	2	2	-	-	Electrical Workers (UE)	11	12	9	3	1
Leather and Plastic Workers ..	2	2	3	1	-	General Employees, Canadian	5	11	3	7	-
Machinists	6	4	3	1	-	Guard Associations, Canadian	1	1	1	-	-
Moulders	6	7	3	4	-	Guard Associations,					
Newspaper Guild	8	2	1	-	1	Merchandising Employees, Canadian	-	2	-	2	-
Office Employees	9	9	7	2	-	National Council of Canadian Labour	6	6	6	-	-
Oil Workers	2	2	2	-	-	Nurses Associations	13	11	9	2	-
Operating Engineers, Inter-national	67	65	52	3	10	Operating Engineers, Canadian	9	8	2	3	1
Painters	9	5	5	-	-	Plant Guard Workers	9	10	6	1	3
Paper Workers	9	8	6	2	-	Single Company Independent Unions	37	36	18	14	4
Pattern Makers	1	1	1	1	-	Teachers	89	86	56	17	-
Plasterers	17	14	9	3	2	Textile & Chemical Union	1	1	1	-	-

TABLE 6
CERTIFICATION APPLICATIONS RECEIVED AND DISPOSED OF BY ONTARIO
LABOUR RELATIONS BOARD, BY INDUSTRY, FISCAL YEAR 1972-1973

Industry	Number of Cases Received	Number of Cases		Cases Disposed of	Withdrawn
		Total	Granted		
All Industries	1,111	1,093	753	230	110
Manufacturing	280	265	187	63	15
Food and Beverages	37	30	18	8	4
Tobacco Products	1	1	9	2	-
Rubber	11	1	1	-	-
Leather	2	1	1	-	-
Textile	14	19	14	5	-
Knitting Mills	2	1	1	-	-
Clothing	5	6	4	2	-
Wood	22	21	14	7	-
Furniture and Fixtures	6	7	4	3	-
Paper and Allied Industries	18	15	11	3	1
Printing and Publishing	19	13	8	3	2
Primary Metals	4	5	4	1	-
Fabricated Metals	35	36	30	4	2
Machinery	15	12	8	3	1
Transportation Equipment	16	16	13	3	2
Electrical Products	20	18	14	4	-
Non-Metallic Mineral Products	33	30	24	6	1
Chemicals and Chemical Products	12	16	9	5	1
Miscellaneous Manufacturing	8	7	1	5	1
Non-Manufacturing	831	828	566	167	95
Agriculture	2	2	-	1	1
Forestry	3	3	3	-	-
Mines, Quarries and Oil Wells	4	4	2	1	1
Construction	449	431	291	181	59
Transportation	28	29	14	11	4
Storage	3	3	2	-	-
Communication	3	3	11	3	1
Electric Power, Gas and Water	14	17	23	13	5
Wholesale Trade	41	41	30	4	2
Retail Trade	38	36	3	3	-
Finance	6	6	3	3	-
Insurance and Real Estate	9	5	1	3	1
Education and Related Services	26	31	18	11	2
Health and Welfare Services	96	100	88	10	2
Religious Organizations	1	1	1	-	-
Motion Picture and Recreational Services	4	3	1	-	2
Services to Business	11	13	10	1	2
Personal Services	28	34	18	12	4
Miscellaneous Services	35	38	26	8	4
Local Administration	30	28	21	5	2

TABLE 7
SIZE OF BARGAINING UNITS IN CERTIFICATION APPLICATIONS GRANTED BY
ONTARIO LABOUR RELATIONS BOARD, FISCAL YEAR 1972-73

Size of unit (number of employees)	Number of cases certified			Number of employees involved		
	Total	Construction	Non-construction	Total	Construction	Non-construction
Total, all sizes	753	291	462	22,777	1,958	20,819
2 - 9 employees	375	241	134	1,742	1,008	734
10 - 19 employees	129	33	96	1,807	415	1,392
20 - 39 employees	121	15	106	3,503	411	3,092
40 - 99 employees	85	2	83	5,192	124	5,068
100 - 199 employees	21	-	21	2,855	-	2,855
200 - 499 employees	18	-	18	4,682	-	4,682
500 employees or more	4	-	4	2,996	-	2,996

TABLE 8
TIME TAKEN BY ONTARIO LABOUR RELATIONS BOARD TO PROCESS CERTIFICATION APPLICATIONS GRANTED FROM FILING TO DISPOSITION, FISCAL YEAR 1972-73

Time taken in calendar days	Total certification applications disposed of			Construction industry applications			Non-construction industry applications		
	Number	Per cent	Cumulative Per cent	Number	Per cent	Cumulative Per cent	Number	Per cent	Cumulative Per cent
Total	753	100.00	-	291	100.0	-	462	100.0	-
Under 8 days	-	-	-	-	-	-	-	-	-
8 - 14 days	181	24.0	24.0	169	58.1	58.1	12	2.6	2.6
15 - 21 days	142	18.9	42.9	49	16.8	74.9	93	20.1	22.7
22 - 28 days	94	12.5	55.4	20	6.9	81.8	74	16.0	38.7
29 - 35 days	54	7.2	62.6	5	1.7	83.5	49	10.6	49.3
36 - 42 days	45	6.0	68.6	8	2.7	86.2	37	8.0	57.3
43 - 49 days	31	4.1	72.7	6	2.1	88.3	25	5.4	62.7
50 - 56 days	27	3.6	76.3	5	1.7	90.0	22	4.8	67.5
57 - 63 days	17	2.3	78.6	1	.3	90.3	16	3.5	71.0
64 - 70 days	24	3.2	81.8	4	1.4	91.7	20	4.3	75.3
71 - 77 days	17	2.3	84.1	2	.7	92.4	15	3.3	78.6
78 - 84 days	11	1.5	85.6	3	1.0	93.4	8	1.7	80.3
85 - 91 days	14	1.9	87.5	2	.7	94.1	12	2.6	82.9
92 - 98 days	7	.9	88.4	2	.0	94.8	5	1.1	84.0
99 - 105 days	11	1.5	89.9	-	-	95.5	16	3.5	89.9
106 - 126 days	18	2.4	92.3	2	.7	95.8	6	1.3	91.2
127 - 147 days	7	.9	93.2	1	.3	96.1	9	2.0	93.2
148 - 168 days	10	1.3	94.5	1	.3	96.1	9	2.0	93.2
169 days or more	43	5.5	100.0	11	3.9	100.0	32	6.8	100.0

Conciliation and Mediation Services Branch

Director

V. E. Scott

Since 1944, legislation in Ontario has provided for compulsory conciliation of disputes that arise between trade unions and employers during negotiation of collective agreements before a lawful strike or lockout can take place.

Conciliation services are available at two levels. The first involves the appointment of a conciliation officer to bring the parties together and help them reach agreement. If the officer is unable to effect a settlement, the legislation provides a second step, the establishment of a Conciliation Board to hold hearings and report on the dispute. If no Conciliation Board is recommended by the officer, no further compulsory third party assistance is required by The Labour Relations Act.

The use of conciliation boards has been gradually restricted during recent years with more emphasis being placed on mediation after a "No Board" report. In February, 1970, this type of post-conciliation activity, not provided for under The Labour Relations Act, was formally recognized by the appointment of several of the Branch's conciliation officers as full-time mediators.

Conciliation Activity

Although the number of disputes handled during the fiscal year 1972-73 were 376 fewer than in 1971-72, the number of workers involved in conciliation increased by 47,805.

Conciliation officers dealt with 1,939 collective agreement disputes which included a carry-over of 268 from the previous year and affected 282,993 employees. The officers were successful in helping to bring about agreements in 767 disputes, almost 40 per cent of the total. They recommended that no conciliation boards be established in 887 cases. Twelve other disputes lapsed. At the end of the fiscal year, there were 263 disputes still in progress. Of the 887 "No Board" cases, 62 were hospital disputes that proceeded to arbitration boards established under The Hospital Labour Disputes Arbitration Act, 1965.

There was only one conciliation board in existence in the 1972-73 fiscal year, involving ten disputes and 3,575 employees. A "No Settlement" report was issued.

Mediation

The Conciliation and Mediation Services Branch maintains contact with the parties after formal conciliation services until they reach a settlement. One or both parties may contact the Director of the Branch for assistance or request the appointment of a mediator. Where a strike may cause serious inconvenience to the public, the Director, on his own initiative, may recommend that the parties resume discussions with the assistance of a mediator.

During the fiscal year 1972-73, mediators dealt with 316 disputes including a carry-over of 44 from the previous year. The total was 13 more than the number they handled in 1971-72, and involved 92,959 employees, 19,674 more than the previous year.

Mediators were requested to enter 269 disputes in the face of an impending work stoppage. Of these, 175 were settled before the strike deadline. They continued to provide assistance in 64 of the

cases in which a work stoppage occurred and 62 of these were settled. Two disputes proceeded to arbitration boards. They also entered an additional 33 disputes after a work stoppage occurred. Thirty of these were settled. Fourteen other disputes lapsed. As of March 31, 1973, 33 mediation disputes were unresolved.

Because of the number of informal contacts that are not reported, these statistics may understate the volume of the Conciliation and Mediation Services activities and the degree to which they contributed to settlements.

Applications for conciliation services dealt with
under The Labour Relations Act

	Disputes*		Employees	
	<u>1972-73(p)</u>	<u>1971-72</u>	<u>1972-73(p)</u>	<u>1971-72</u>
<u>OFFICER STAGE</u>				
<u>In Process during Fiscal Year</u>				
Total	<u>1,939</u>	<u>2,315</u>	<u>282,993</u>	<u>235,188</u>
In Process at Beginning of Fiscal Year	268	299	40,778	31,050
Referred to Officers during Fiscal Year	1,671	2,016	242,215	204,138
<u>Disposed of during Fiscal Year</u>				
Total	<u>1,676</u>	<u>2,047</u>	<u>254,182</u>	<u>194,410</u>
Settled by Officer				
Construction	84	198	8,319	4,691
Non-construction	683	690	59,208	55,169
Referred to Conciliation Boards	10	2	3,575	8,000
No Boards				
Construction	114	388	12,510	19,223
Non-construction	773	739	170,003	105,266
Lapsed				
Construction	1	4	5	182
Non-construction	11	26	562	1,879
<u>In Process at End of Fiscal Year</u>	<u>263</u>	<u>268</u>	<u>28,811</u>	<u>40,778</u>

CONCILIATION BOARD STAGE

In the fiscal year 1972-73, 10 disputes were referred to one conciliation board involving 3,575 employees. A "No Settlement" report was issued. During the 1971-72 fiscal year, 2 disputes involving 8,000 employees were being considered by one conciliation board.

*Agreements

(P) Preliminary figures

Voluntary mediation provided by the Conciliation
and Mediation Services, April 1, 1972 to March 31, 1973 (p)

	<u>Disputes*</u>	<u>Employees</u>
Total Mediation in Process during Fiscal Year	<u>316</u>	<u>92,959</u>
Carried over from previous months	44	9,786
Assigned during fiscal year	272	83,173
1. <u>Disposition</u>	<u>283</u>	<u>88,099</u>
A. Mediation began during post-conciliation bargaining	<u>239</u>	<u>78,210</u>
(1) settled without a work stoppage		
- at mediation	173	49,883
- following mediation assistance	2	194
(2) settled after a work stoppage		
- at mediation	44	12,242
- following mediation assistance	18	3,191
- to arbitration	2	12,700
B. Mediation began after work stoppage:	<u>30</u>	<u>7,732</u>
- settled at mediation	27	7,496
- settled following mediation assistance	3	236
C. Mediation disputes lapsed	<u>14</u>	<u>2,157</u>
2. <u>Pending, March 31, 1973</u>	<u>33</u>	<u>4,860</u>
A. Mediation began during post-conciliation bargaining:	<u>30</u>	<u>4,613</u>
- no work stoppage	23	3,774
- work stoppage	7	839
B. Mediation began after work stoppage	<u>3</u>	<u>247</u>

* Agreements

(p) Preliminary figures

Ontario Labour-Management Arbitration Commission
Chairman
His Honour Judge Walter Little

The Ontario Labour-Management Arbitration Commission was created under the authority of The Ontario Labour-Management Arbitration Commission Act, for the purpose of recruiting, training and maintaining a panel of approved arbitrators and arbitration board chairmen, to assist arbitrators by way of such administrative services as the arrangement of meeting dates and facilities, preparing and distributing awards, to sponsor research into the arbitration process, and to publish awards and information concerning arbitrations.

Since creating criteria for selection of arbitrators, the Commission has approved 46 persons of whom 44 are now active, and has given "tentative" approval to 19 applicants who, because of lack of experience as arbitrators, have not yet achieved mutual acceptability to both labour and management.

Under The Hospital Labour Disputes Arbitration Amendment Act, 1972, other Commission responsibilities include: (a) when the Minister is required to make an appointment he may appoint an arbitrator from the Commission's approved list; (b) Chairmen of boards of arbitration in hospital disputes are required to notify the Registrar of the Commission of the time and place for all hearings of the boards of arbitration and the Registrar is required to notify the parties and their nominees; (c) where a board of arbitration fails to render a decision within a reasonable time, the Registrar is required to notify the Minister in order that he may ensure that the decision is forthcoming.

The Commission publishes a Monthly Bulletin, informing those concerned with labour and management relations, of awards filed and other matters of interest. Current circulation is 4,424.

The Commission held its third annual Seminar on Saturday, October 21st, 1972 for all approved arbitrators and those with "tentative" approval. The Seminar again proved successful and another is planned later this year.

The Ontario Labour-Management Arbitration Commission Act and Regulation and The Hospital Labour Disputes Arbitration Act as amended by The Hospital Labour Disputes Arbitration Act, 1972 and Regulation, have been printed and distributed to unions, management and others interested in their operation, to inform them how to obtain the services of the Commission under these Acts. Forms for application under The Ontario Labour-Management Arbitration Commission Act and Regulation are available at the Commission's offices.

Awards filed with the Commission by the arbitrators from and after June, 1970 are examined as precedents in the arbitral field, resulting during 1972-73 in sales of approximately \$2,340.00 in copies of these awards.

The following table shows the activity of the Commission during fiscal years 1971-72 and 1972-73. During 1972-73, the Commission expended \$118,136.29, of which \$54,752.63 paid fees and travelling expenses of boards of arbitration under The Hospital Labour Disputes Arbitration Act.

	April 1, 1971 to <u>March 31, 1972</u>	April 1, 1972 to <u>March 31, 1973</u>
Panel of Arbitrators offered to parties	97	182
Arbitrators chosen by parties from panels offered	65	97
Ministerial appointments through the Commission	13	63
Appointments by the Registrar	4	6

Executive Director
M. K. Dibble

Following government reorganization in 1972, the Administration Division assumed responsibility for all branches of the Ministry providing support programs for the operating branches. After some adjustment during the fiscal year, as of March 31, 1973, these were Finance, Personnel, Administrative Operations, Systems and ADP and Information Services.

Finance Branch
Director
G. A. Webster

The Finance Branch provides a complete financial service for the Ministry. Duties and responsibilities include the preparation, submission and control of revenue and expenditure budgets, preparation of the payroll, processing of accounts for payment, and submission of claims under cost-sharing agreements.

The Branch's activities are undertaken by the following sections:

Accounts Section: Provides accounting service for the entire Ministry, including payment of all accounts, preparation of payroll, development, installation and supervision of new financial systems and accountable warrant fund.

Budget Section: Compiles estimates; controls and reports on expenditures; prepares monthly financial reports and statements.

Revenue Section: Maintains and services accounts receivable system; receives and analyses cash receipts.

The following figures indicate the extent of the year's financial activities:

	<u>General Expenditure</u>	<u>General Revenue</u>
Ministry Administration	\$ 3,276,549.38	\$ 3,719,841.32
Occupational Safety	2,234,580.48	744,376.58
Industrial Relations	1,934,170.43	2,517.72
Human Rights Commission	588,582.53	90.75
Employment Services	1,958,594.86	168,371.63
<hr/>		
Total Ministry of Labour	\$ 9,992,477.68	\$ 4,635,198.00
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Personnel Branch
Director
N. E. Mayne

The Personnel Branch had a complement of 14 during 1972-73, consisting of seven professional and seven secretarial/clerical support staff. In Branch Administration were one professional and five secretarial/clerical; in Recruitment were two professional and one secretarial/clerical; in Classification, two professional with typing support from Branch Administration; in Staff Development, one professional and one secretarial/clerical, and in Employee Counselling, one part-time professional with typing support from Branch Administration.

Recruitment Program Summary

During the 1972-73 fiscal year the Recruitment Section processed a total of 111 new employees, 95 staff terminations, five casual employees and 145 Temporary Help employees including the 70 summer students. In addition, this section conducted a Work-week program involving 38 high-school students and assisted the organizing committee, appointed by the Ministry under the auspices of the Youth Secretariat, to activate the SPIEL program for the summer of 1973.

A total of 95 competitions were conducted during this period, of which 29 were held in centres outside Toronto. The staff of this section also participated in the processing of 62 terminations, 21 transfers out and 12 staff retirements.

Competitions in progress were cancelled when legislation related to expansion of the Construction Safety Branch was not passed.

Program Statistics

Appointments and transfers from continuing competitions	51
Appointments and transfers from open competitions	60
	<hr/>
Total employees gained (Regular)	111
	<hr/>
Terminations (resignations: 56; dismissals: 6)	62
Transfers out	21
Retirements	12
	<hr/>
Total employees lost	95
	<hr/>
Casual	5
Work-week students	38
Summer students	70
Temporary help employees	75
SPIEL	36

Classification Program Summary and Statistics

The 40 per cent decrease in the size of the Ministry considerably reduced the number of specifications written during the year. For most of the year, two persons were involved in the position administration program. In the early part of the period considerable readjustment in many of the branches required changes in branch organizations.

Over the complete year, 11 new and/or revised organization charts were issued. In conjunction with this, 71 specifications were prepared and classified, of which 35 were in the bargaining unit and classified under delegated authority.

Staff Development Program Summary

In the past year, the Ministry utilized various resources and approaches in its Staff Development program.

Outside consultants and trainers cooperated with Staff Development and other Ministry personnel in a variety of programs including:

1. a Ministry-wide effective speaking program with special emphasis on field staff;
2. a performance standards program for Employment Standards Auditors and Managers;
3. a typewriter maintenance and operation seminar for all clerical-typing staff;
4. a telephone communication program for clerical-receptionist staff;
5. major seminars and conferences for the Human Rights, Industrial Safety and Employment Standards Branches in the areas of role definition and communication skills;
6. training needs analyses and modular training skills programs for Human Rights and Employment Standards Branches;
7. preliminary research and development activities for future programs in staff orientation, in-house typewriter skills training and supervisory training in employee problems.

Ministry staff attended established training programs available through the Civil Service Commission primarily in the areas of secretarial training, records management and forms design, and basic supervisory skills. The Ministry also continued to support the Civil Service French Language program, with ten staff members enrolled in immersion courses, particularly in the Sudbury and Ottawa regions.

Ministry staff also attended a wide range of seminars sponsored by management consulting firms, professional associations and universities. This type of training included advanced management techniques, specialized accounting methods, labour relations and safety.

A change in Ministry tuition assistance policy resulted in increased staff attendance at evening courses at Ryerson, York and University of Toronto. The majority were seeking certificates or degrees in such areas as Business Administration, Personnel

and Industrial Relations and Arts and Science.

This section was also involved in charity and public relations programs involving the Cancer Society, Red Cross and other organizations.

Program Statistics

	<u>No. of Programs</u>	<u>No. of Staff Participating</u>
Internal Ministry Programs	20*	603*
Outside Seminars	31	51
Tuition Assistance	35	54
Civil Service Courses	15	15
French Language Immersion Course		10

*These figures include conferences and seminars of operating Branches in those cases where the Personnel Branch had input.

Employee Counselling Program Summary (Part Time - Two Days Per Week)

During this period the Employee Counselling program continued to offer assistance on an individual and group basis for a wide variety of personal and work-related problems.

The program provided a valuable "feedback" function to other areas of the Personnel Branch in identifying problems relating to recruitment, classification and training.

The Pre-retirement Counselling program was implemented and the initial result indicated that it is an effective way to deal with retirement problems.

In addition, the Counsellor organized and co-ordinated the United Appeal in the Ministry.

Program Statistics and Details

1. General Counselling Sessions - 273

In the majority of these cases sessions were held with the individual, involving such subjects as family, health, financial and other personal problems. In general, this phase of the program has been quite successful.

2. Exit Interviews - 58

In each case an attempt was made to determine the validity of the reasons given for separation by the employee and Management. The findings were used to make recommendations for improving working conditions and Management practices.

3. Disability Cases - 9

Disability cases were not many but did encompass health situations which required more than the normal amount of

consideration to ensure that the employees were given all the help available. Heart and respiratory problems, nerves and cancer were the main causes of disability.

4. Death Cases - 6

Four of the deaths in the Ministry were caused by heart conditions; two resulted from accidents. Where possible, the Counsellor tried to meet the family before the funeral and offer the services of the Branch. Every effort was made to assist the survivor(s) settle the estate with a minimum of expense.

5. District Office Visits - 8

These visits served a useful purpose in bringing to the offices up-to-date information about the many Branches situated in the Head Office. In some cases, specific cases were dealt with, but the greatest value appeared to be in improved public relations.

6. Pension Cases - 5

Those who reached the age of retirement were given assistance with claims for Provincial Pension and benefits, Old Age Security and Canada Pension. Pensioners were also advised about housing, finance and social attitudes.

7. Alcoholism - 4

This did not appear to be a great problem in the Ministry. All employees involved remained on the job and seemed to have the situation under control.

Administrative Operations Branch
Director
T. F. Carter

Under the general direction of the Executive Director, the Director of the Administrative Operations Branch is responsible for providing the following support services: purchasing, inventory control, supply and warehousing, reproduction and copying, mail distribution, accommodation, transportation services and records management.

The Branch also provides full District Office service to the public and the Ministry in ten Ontario cities: Ottawa, London, Hamilton, Windsor, Thunder Bay, Kitchener, Kingston, Sault Ste. Marie, Sudbury and Kenora.

During the fiscal year 1972-73 the Branch employed the following personnel: one senior administrator, one purchasing officer, one records management officer, one supervisor of stores and reproduction, one senior appliance operator, one mail room supervisor, nine District Office managers and administrators, and 66 clerical, stenographic and technical staff.

During the year the Committee on Government Productivity reorganization brought about a movement of branches from ministry to ministry and physical relocation of many of these branches. Number 400 University Avenue now houses segments of four other ministries besides the Ministry of Labour, which took over the supply of support services needed by these ministries.

In the field offices the Committee on Government Productivity reorganization resulted in the transfer of three Safety and Technical branches to the Ministry of Consumer and Commercial Relations and one branch to the Ministry of Colleges and Universities. By agreement with these Ministries, we continue to support their employees in our District Offices.

The Hamilton District Office moved from Number 32 James Street to Number 1 West Avenue South, a vast improvement in our busiest location, and our Kingston District Office moved from Number 844 Princess Street to the new consolidated building at Number 1055 Princess Street.

Systems and ADP Branch
Director
W. H. Lehman

The Systems and ADP Branch provides complete systems and data processing support for the Ministry of Labour, comprising systems design and implementation, programming, feasibility studies, data capture, and computer processing (through Computer Services Centre and other necessary facilities).

During the fiscal year 1972-73, its seventh year of operation, there were some changes in methods of operation in the Branch. Areas such as the Technical Standards Division which has moved to the Ministry of Consumer and Commercial Relations and the Industrial Training Branch, now in the Ministry of Colleges and Universities, now have their services provided on a charge-back basis.

Total Branch budget for the past two years and the current year, with approximate costs for data processing alone, is shown here:

	<u>Branch Budget</u>	<u>Computer Costs</u>
1971-72	\$ 548,500	\$ 140,000
1972-73	569,000	182,000
1973-74	637,000	212,000

While processing costs have gone down, increased areas of involvement or commitment account for the steady increase in processing costs. Staffing level has remained constant for several years but additional development funds are being requested to cover these major new areas for 1974-75: Employment Standards Branch; Employment Adjustment Branch, and Construction Safety Branch.

Operational Systems are now fully supported in the following areas: Labour--Industrial Safety Branch, Research Branch, Ontario Human Rights Commission; Consumer and Commercial Relations--Boilers and Pressure Vessels Branch, Elevating Devices Branch, Operating Engineers Branch, Energy Branch; Colleges and Universities--Industrial Training Branch. There are approximately 40 specific projects involving various levels of support at the present time.

Operational activity for the past year comprised over 24,000,000 printed lines of output, 1.8 million punched cards of input and over 3,500 job submissions for actual processing. The sum of \$195,000 is being recovered from Consumer and Commercial Relations and \$115,000 from Colleges and Universities for this service for 1973-74.

Major areas of accomplishment for this period include: implementation of two Systems for Energy Branch; introduction of completely revised Boilers and Pressure Vessels Branch System; partially completed major revision to Elevating Devices Branch; preliminary investigation commenced in Employment Standards and Employment Adjustment Branches; expanded service to Research Branch.

In the process of implementation of the COGP Report on Systems and ADP, further changes are underway which can only be assessed as they evolve. The centralization of all Management Services Officers (Systems Analysts and Programmers) under the Systems Development Division of Ministry of Government Services may have considerable impact. The appointment of Systems Co-ordinators at Ministry level will also change the background concept.

The prime objective is to meet present commitments and future needs of line management wherever this type of service is required to assist with the administration of their programs in the most effective and efficient manner.

Information Services Branch

Director

J. W. Preiner

The Information Services Branch is responsible for communicating various aspects of labour legislation and programs to Ontario citizens, the news media and other areas of government. The Branch also assists other branches with their publicity requirements.

During 1972-73, Branch activities included Province-wide displays and exhibitions, advertising campaigns, audio-visual services, seminars, meetings and conferences, and handling telephone and written requests for information from the media, the general public, unions and management.

Editorial Program

The editorial program included preparation and publication of the Ministry's magazine, 'Task'. Two issues of the magazine were distributed to a list of approximately 16,000, including employers, trade unions, universities, secondary schools, libraries, daily and weekly newspapers, several associations, as well as Ministry staff. Publication of the magazine was suspended temporarily in anticipation of editorial policy changes.

The pamphlet, 'Employment Standards for Students', was updated. Through Canada Manpower Centres 30,000 copies were distributed, 5,000 through Canada Manpower Centres for students, and 20,000 through the Youth Secretariat.

Displays and Exhibitions

During 1972-73, general displays informing the public of Ministry activities were featured at the Canadian Lakehead Exposition in Thunder Bay, the Central Canada Exhibition, Ottawa, the Western Fair, London, the Canadian Education Showplace, Toronto, and the Construction Show, also in Toronto. A week-long display was presented on behalf of the Human Rights Branch at three Toronto plazas during the summer.

Advertising

In early 1973, the Branch produced a video-tape program for cablecast, describing the legislation and services of the Human Rights Branch and the Industrial and Construction Safety Branches. Broadcast dates and times were advertised in the daily newspapers in Thunder Bay, Ottawa and London.

The amendment to the regulation in The Human Rights Code defining housing accommodation was publicized in daily newspapers and the ethnic press. A print and broadcast campaign on behalf of both the Human Rights Branch and the Women's Bureau announced the incorporation into The Human Rights Code of anti-discriminatory sex, age and marital status provisions and the addition of sex to the housing and public accommodation regulations. Two print advertisements and three radio commercials, referring readers and listeners to their local Ministry of Labour office for further information and assistance, generated an unprecedented number of inquiries. Visits of counsellors from the Women's Bureau Careers Centre to Windsor, London and Hamilton continued to receive advertising announcement support in those cities.

In February a major print and radio campaign was prepared for the Employment Standards Branch to announce changes in the minimum wage. The advertising program was supported by a direct mail campaign in which the 'Employment Standards News Bulletin' was mailed to approximately 140,000 employers.

Advertising notices were run in both English language and ethnic newspapers to invite submissions to the Task Force on the Workmen's Compensation Board and to the Task Force on section 4(1)(g) of The Human Rights Code.

Summer Program

The Branch also promoted, assisted with and provided information on the Summer Student Employment Program, designed to assist students to look for and find summer employment. As an offshoot of this program, the Branch produced a film, 'Nine Came Trying', to show students the importance of the job interview. At the start of the fiscal year, almost 450 high schools requested the film, which was shown in over 325 schools and found valuable by almost all.

Initiated at the end of 1971-72, the associated advertising program continued into the summer. Newspaper advertisements were placed in 13 major centres, running for a three-week period, followed by a four-week radio campaign in 19 Ontario cities. The slogan, "Invest in Ontario's Futures", appeared on 180 billboards for a two-month period. Three editions of 'Time' and two of 'Reader's Digest' also carried the message.

Chairman
Dr. Daniel G. Hill

Director, Human Rights Branch
Robert W. McPhee

The Ontario Human Rights Code came into effect in June, 1962, as a consolidation into one law of all human rights legislation passed by the Provincial Legislature since 1944. With subsequent amendments, it is designed to protect every citizen and resident of Ontario from discrimination on the grounds of race, creed, colour, sex, marital status, nationality, ancestry, place of origin or age (40 to 65). Areas of social activity covered are employment, housing, public accommodation and advertising. Posting or publication of discriminatory notices, signs, advertisements or employment application forms is prohibited. The Code is expressly committed to furthering the principle that all people are free and equal in dignity and rights, in harmony with the United Nations Universal Declaration of Human Rights.

The Ontario Human Rights Commission is responsible for the administration of the Code and for furthering its objectives by means of investigation and conciliation of complaints, educative efforts, community problem-solving work and research. The Commission consists of a Chairman and four other members. The permanent administrative staff consists of a Human Rights Branch headed by a Director with a staff of Human Rights Officers. Besides the Toronto office there are seven district offices in Hamilton, London, Windsor, Ottawa, Sudbury, Thunder Bay and Kenora.

An extensive revision of the Code was passed by the Legislature on June 30, 1972. The bases of discrimination were enlarged by the addition of sex, marital status and age, while the Acts previously covering these areas, The Women's Equal Employment Opportunity Act and The Age Discrimination Act, were abrogated. Discrimination on the bases of sex and marital status was widened in scope beyond the area of employment.

Guidelines have been drawn up for employment advertisements in newspapers to implement the policy of non-sex-stereotyping of jobs. Self-governing professions are now specifically covered in the Code, as trade unions have been for many years. In both cases discrimination in membership is prohibited. There is provision for approval of special employment opportunity programs for disadvantaged groups, where necessary. Maternity leave, which was covered by The Women's Equal Employment Opportunity Act, is now part of The Employment Standards Act.

Housing provisions were broadened to cover "any housing accommodation" except where the owner occupies part of the premises and shares a bathroom or kitchen with tenants. Exceptions with regard to sex discrimination in housing provide for the continuance of single sex dwellings such as university residences, correctional institutions and hospitals.

Maximum fines for non-compliance with the Code were doubled for individuals, to \$1,000, and quintupled for corporations, to \$5,000. The Commission itself may now initiate a complaint.

The inclusion of sex and marital status in the Code applies to terms and conditions of employment. However, its application to pension funds and insurance plans, and the application of the age discrimination provision to such plans, have been deferred while an expert task force examines the implications of this aspect.

The changes affecting the Code which were implicit in the Civil Rights Statute Law Amendment Act were made explicit in the revised Code. A complaint may be lodged by a person other than the victim of discrimination. A Board of Inquiry can make a direct order, which can be appealed to the Supreme Court of Ontario.

The tenth anniversary of the Code on June 15, 1972 was marked by a statement by Premier William G. Davis in the Legislature and by a luncheon held in London at which the Minister of Labour, The Honourable Fern Guindon, spoke. Mr. Guindon noted that the changes in the Code are a "response to a new need perceived by the government and requested by concerned groups in the community."

Investigation of Complaints

All complaints of infractions of the Code are dealt with through investigation, conciliation, Boards of Inquiry and, if necessary, prosecution. The prescribed duties of Human Rights Officers are indicative of the methods used by the Commission. Officers investigate complaints of discrimination and use persuasion to bring about compliance with the Code.

Conciliation Statistics

A total of 499 formal cases were investigated during 1972-73. There were 240 informal complaints of discrimination involving the same grounds of discrimination but not covered by the Code. This increases to 3,983 the number of formal and informal complaints processed since the Commission's inception. The Commission also handled 9,785 miscellaneous inquiries (excluding those at the storefront office).

Equal Rights in Employment

The Commission processed 399 charges in employment.

Access to Public Accommodation

Thirty-two complaints were investigated under the section of the Code regarding services, accommodation or facilities to which the public is customarily admitted.

Equal Rights in Housing

Sixty-one complaints were handled in which the complainant charged denial of occupancy because of the grounds of discrimination enumerated in the Code.

Boards of Inquiry

A public Board of Inquiry hears complaints which cannot be resolved at the conciliation stage. Of the six Boards of Inquiry appointed in the fiscal year, three involved cases in employment and three were in housing.

Projects

"Services for Working People" is the Commission's downtown Toronto storefront office. Located in a neighbourhood of many cultural and racial minority groups, it provides multilingual counselling and assistance for individuals in their relations with governmental bodies, and plays a vital role in solving community problems of inter-group friction. During the year, 24,622 problems of individuals were handled, raising the total since its inception to over 52,000.

The Interministerial Textbook Committee produced a report on the implementation of proposed recommendations to remove bias from school textbooks in history and civics. The report was accepted and made public by the Minister of Education, The Honourable Thomas Wells, and a procedure was set up for evaluation of textbooks in manuscript form through the Commission.

Community Problem-Solving

This Commission function took on heightened importance as group consciousness among minority cultural and racial groups assumed greater dimensions. This development can lead to increased friction and some tense situations between minority groups or their respective organizations and between groups and such institutions and social frameworks as schools, the police, factories, recreational facilities and neighbourhoods. Hence the Commission formalized its community problem-solving function and appointed a community work specialist in order to function better in forestalling or defusing social friction situations.

The trend to group consciousness is reflected in the government's pronouncements on multiculturalism and its holding of the Heritage Ontario Congress. A representative from the Commission sat on the committee which examined the requests of the Congress participants and prepared a report which was tabled in the Legislature.

The Commission continued its ongoing projects with police and various minority groups and became involved in specific local situations.

The process of sensitizing police to minority groups continued. In the north, the O.P.P./Indian Communities Liaison Committees have been adopted as a pattern by the O.P.P. for improving communications with Indian Bands. More committees are constantly being set up.

In Toronto, with the largest immigrant population in Ontario, the Commission gave seminars on police/minority-group relations and on cultural differences as they affect behaviour patterns. Participants were policemen on the beat, higher level officers taking in-service training courses, and recruits at the Police Training College. The Commission also acted as a catalyst in bringing together divisional Toronto police and the group organizations in a particular section of the city, such as the National Black Coalition Chapter, for discussion leading to better understanding.

The Commission's attention to the employment problems of the Indians in northern Ontario continued through the program with the

Employment Standards Branch and other projects. A mechanic's helpers program brings qualified Indians together with forest product companies. To make provincial laws better known to the northern Indians a pamphlet explaining The Employment Standards Act and its application to hunting and fishing guides was prepared and distributed; the text is in English, Cree and Ojibway. The general brochure describing the Commission's work, 'Your Rights Are Protected', was translated into Ojibway.

The social problems of the Indians in Kenora led to the formation of a Concerned Citizens' Committee. The Commission's resident officer played an important role in its formation. Within the government, Commissioners and staff have met with the Interministry Committee on Native Affairs and the Ontario Police Commission on the issue.

In Wallaceburg, southern Ontario, where poor relations between police and the Indians of the nearby Reserve were given much publicity, the Commission worked with the Union of Ontario Indians to document grievances and attempted to bring together the Town Council and the Reserve Chief. Within the government the Commissioners met with the Solicitor General and the Ontario Police Commission regarding the situation.

Other local situations have brought Commission involvement. Intergroup tension at the Amherstburg Public School, where there is a large number of black pupils, led the principal to call upon the Commission's services. The officer in Windsor met repeatedly with parents and held seminars with the teachers. Other approaches are being prepared and the Commission remains on call for assistance.

In Ottawa the Commission was involved in the work of the Ottawa Committee for Ugandan Asians whose success led to the establishment of an office called New Canadian Services.

Education

The Commission conducts education programs aimed at altering prejudiced attitudes wherever they exist in a community and at acquainting residents with their rights and responsibilities under the law. Officers co-operated with educational, religious, ethnic, labour, business and welfare groups in planning conferences and seminars, delivering speeches and taking part in private and public discussions as part of the educational effort to overcome prejudice which gives rise to discriminatory acts. Individuals and deputations from organizations were received on questions concerning human rights.

The program involves large scale distribution of printed materials about the Code and the broad concept of human rights. Besides the printed word, speeches and participation in conferences, the program also included advertising, films and display exhibits.

In co-operation with the Information Services Branch the Commission's display unit was used in five exhibits in Government exhibitions.

A special advertising campaign was launched to inform Ontario's citizens and residents about the changes in the Code. One segment of the campaign advertised new housing provisions. Another informed the public of the addition of sex and marital status as

grounds of discrimination in housing and public accommodation, in addition to employment, and described the community problem-solving function of the Commission.

In the fiscal year 1972-73, the Commission distributed 176,772 pieces of literature in 11 languages, in addition to the regular mailings of the Commission periodicals. Commission staff gave 186 speeches, made 36 broadcasts and were present at 43 conferences and 689 community consultations and educational meetings. The Commission received 4,156 requests for information on literature.

The Commission's specialized human rights library was available to academic researchers, writers, and program organizers.

Research

The Commission engages in research projects into local areas of friction and province-wide problems. No major new research projects were begun during the year as the Commission concentrated on implementing the previous year's projects. The Interministerial Textbook Committee has already been described. Implementation of recommendations of the Elkin Report was also begun.

Summer students prepared research reports on certain predominantly French-speaking sections of Ottawa and their community problems, on a section of Windsor whose residents are immigrants or in the lower income group, and on the proportions of sex and marital status discrimination in the community.

Conferences

Commission staff attended or participated in 43 conferences during the year. Only a few highlights can be cited: the International Association of Official Human Rights Agencies, the Canadian Association of Statutory Human Rights Agencies, the Canadian Association of Administrators of Labour Legislation, the Ontario Federation of Labour Annual Convention, the Canadian Council of Christians & Jews National Conference on Human Relations for Labour and Management, the Jamaican-Canadian Association Annual Meeting, the Joint Meeting of the Canadian Gas Association and the American Gas Association, the International Association of Personnel in Employment Security, the Canadian Institute on Public Affairs Winter Conference, the U.N. Economic and Social Council and the Heritage Ontario Congress.

Summary of formal and informal complaints in respect of public notices, public accommodation, housing and employment, and total of miscellaneous inquiries.

Complaint Category	Formal	Boards of Inquiry	Informal
Public notices - general	6		2
Public notices on grounds of sex, marital status	1		
Public accommodation	28		17
Public accommodation on grounds of sex, marital status	4		
Housing - general	60	3	15
Housing on grounds of sex, marital status	1		
Employment - general	283	3	67
Employment on grounds of sex, marital status	48 plus *30		39
Employment with respect to union membership	1		
Employment advertising	9		2
Employment application forms	7		5
Employment reprisals	3		2
Employment on grounds of age	9		1
Employment advertising on grounds of age	9		1
Other (informal complaints)			89
TOTALS	499		240

*For first part of fiscal year, April-June, these complaints were taken under Women's Equal Employment Opportunity Act and totalled 30.

Miscellaneous Inquiries	9,785
Miscellaneous Inquiries, storefront office "Services for Working People"	24,622

Women's Bureau
Director
Miss E. M. Neville

The Women's Bureau was established as a research and information centre in 1963, in response to the rapid growth of the female labour force in Ontario. By 1973, 1,116,900, or two out of five, Ontario women work, accounting for 35 per cent of the labour force. Prior to the business expansion of the 1950's, fewer than 50 per cent of working women were married; by 1973 they numbered 62 per cent.

As the removal of discrimination was fundamental to their major objective, the full utilization of women workers, the Bureau was assigned the administration and enforcement of The Women's Equal Employment Opportunity Act which came into effect December, 1970. The Act prohibited discrimination because of sex or marital status in employment and provided for a minimum standard of maternity leave.

In June, 1972 this Act was repealed, and the provisions relating to discrimination were incorporated into The Ontario Human Rights Code. At the same time, amendments which strengthened and broadened the provisions with regard to discrimination on the basis of sex and marital status were enacted.

The Women's Bureau then became a division of the Human Rights Commission with responsibility for the provisions of the Code relating to discrimination on the basis of sex or marital status.

The maternity leave provisions were incorporated into The Employment Standards Act, but continued to be administered by the Bureau.

The Bureau conducts interlocking programs of legislation, counselling, education and research.

Legislation

1. Sex/Marital Status Discrimination

During the first three months of the fiscal year 30 complaints were investigated concerning sex/marital status discrimination in employment. Following consolidation into the Code a further 48 complaints concerning employment were conciliated. A total of 39 informal complaints were also investigated, involving situations not directly covered by the legislation.

As in the previous year, most formal and informal complaints involved discrimination in recruitment policies. This year the substantial drop in the number of complaints concerning job classifications and seniority systems which restrict job opportunities for both men and women was an anticipated result of the Bureau's on-going educational program with both employers and unions.

The Bureau has continued to provide any technical assistance required to facilitate compliance with the Code. Consultations were held with 50 companies and unions during the year. However, the main thrust of the Bureau's education program concerned the new provisions of the Code and implementation of the strengthened job advertising provisions. New guidelines interpreting these provisions were circulated to 145,000 publishers and employers during November, 1972.

This was followed by consultation with major newspapers and a monitoring check for several months on all dailies, major weekly newspapers, and major trade journals.

The new provisions prohibit separate male/female job classifications in the help wanted columns, and prohibit direct or indirect reference to the sex of the applicant in the wording of advertisements.

In order to allow both employers and newspapers time to adjust to the changes in the legislation and the educational program, initial violations were dealt with on an educational basis without the filing of a formal complaint. From December, 1972 to March, 1973, 133 such infractions were followed up, involving contact with both employer and newspaper.

During the year the Bureau received 2,104 miscellaneous inquiries concerning sex and marital status discrimination, an increase of approximately 15 per cent over last year.

2. Maternity Leave

Inquiries concerning standards for pregnancy leave, at times requiring in-depth counsel, totalled 1,271. Additionally, 22 complaints were investigated resulting in several cases of reinstatement of employees dismissed because of pregnancy.

Women's Bureau Career Centre

The Career Centre offers direct pre-employment counselling to the mature women wishing to return to the labour force after an absence of some years. Staffed by two professional counsellors, the centre operates on a permanent basis in the Toronto office, and on a rotational basis in the regional offices at Windsor, Hamilton and London.

This past year, 359 women received in-depth counselling. In addition the counsellors responded to requests from an increasing number of agencies engaged in group guidance, including one project for sole-support mothers, and another for women with special employment adjustment problems. A notable development during this year was the consultative work done with agencies interested in establishing their own counselling programs. A high level of information inquiries and referrals to other agencies was maintained by telephone and correspondence.

Vocational Information for Girls

While the framework for occupational equality in Ontario is legally in place, more realistic and long-range career planning is needed on the part of female students, consistent with their changing occupational outlook. While the Bureau continued to distribute its vocational literature to schools, and on request to individuals, much of the year's program was directed toward guidance personnel. This involved seminars, speaking engagements, liaison and consultation in an effort to channel updated and non-stereotyped career planning concepts through the educators to the students.

During the year the Bureau participated in a Toronto Board of Education project to identify any existing restraints to the employment advancement of women within the Board system. The Board's action committees made recommendations for an examination of sex-stereotyping within the school guidance programs and a seminar was undertaken to alert teaching personnel within the Board.

Research

The Bureau's research program identifies and interprets trends in the work life of women as a basis for program and legislative decisions. Research undertakings include both primary and secondary studies resulting in published reports, pamphlets and information literature. The Bureau's continued research into sex-based differentials in employee benefit plans forms the basis for the work of the Task Force appointed by the Minister to examine the implications of the implementation of section 4(1)(g) of The Human Rights Code.

Studies prepared by the Bureau were also made available to the Interministerial Committee on the Status of Women, appointed by the Secretary for Social Development to examine the implications for Ontario of the Report of the Royal Commission on the Status of Women.

Education and Information Services

In carrying out the programs described above the staff of the Bureau has undertaken 90 speaking engagements throughout the year, including workshop seminars. Staff also participated in 34 radio and television programs and were reported in almost 50 newspaper articles. In addition to the technical assistance programs to industry, the Bureau has provided source material for articles and programs on working women, and a specialized pamphlet and clipping service which is used by students and the general public. Approximately 82,000 pieces of literature were distributed in the year.

Director
J. R. Kinley

The broad responsibility of the Research Branch is analytical work necessary to the development and evaluation of policy and legislation, and to supply information on labour conditions in Ontario. The Branch deals mainly with the direct needs of the Ministry, but also services the public through publication of statistics, research papers, consultation, and providing access to library facilities.

Work areas are generally defined by the Ministry's responsibilities, in particular: wages, working time, employment relationships and opportunities, adjustment to industrial change, worker protection, and many aspects of labour relations, ranging from the provision of information necessary to effective bargaining to analysis of its economic impacts. Many questions concerning the government role in these areas become research topics.

Information and Statistical Activities

The Branch supplies published or newly collected data to the Ministry and the public, primarily documenting and making available information on current thinking, experience and trends pertaining to labour and conditions of work. Important to these activities are the library services provided by a general labour library and a library of collective agreements.

The Main Library contains more than 25,000 books, periodicals, research studies and news releases. During the year, the library acquired more than 9,100 monographs and processed nearly 19,000 serial publications. Approximately 700 items were circulated monthly in the Ministry and about 100 to users outside the Ministry. During the year, 1,500 inquiries for information were processed, evenly divided between ministerial staff and the public, and 9,400 items were borrowed.

A major effort was made to improve service to the Ministry staff, partly through discussions with representatives of the branches and partly through a new approach to indexing and circulating information on library acquisitions. Work continued on the integration of collections formerly held separately by the Labour Safety Council and the Human Rights Commission resulting in expansion and wider use of both.

The Collective Agreements Library, which is open to the public, attempts to acquire all agreements negotiated in Ontario. At the end of 1972, there were 5,882 current agreements on file pertaining to industries other than construction and 318 pattern-setting construction agreements.

The Collective Agreements Library serviced a total of 2,850 borrowers, against 1,741 in the preceding year. Of these, 2,168 were Ministry personnel and 412 were from outside the Ministry. Principal users were members of the unions, employers, Labour Relations Board and the Research Branch.

Extensive information from collective agreements became available as a result of several computer programs becoming operational during the year. Information available on all contracts held includes such data as union and company name, duration of agreement, size of bargaining unit and other basic identification data. In addition, the programs can assess extensive information on the

administrative and working conditions provisions of approximately 1,200 agreements pertaining to workers in hospitals, health units, homes for the aged, utilities, municipal governments and educational institutions. Information from the collective agreements was made available through responses to individual questions and brief reports required by various government agencies. Provisions on wages and working conditions were also described and published for construction, hospital, and municipal government labour agreements.

Other information services provided by the Branch include a monthly report on collective bargaining settlements, a quarterly report on wage changes under collective bargaining, an annual review of collective bargaining in Ontario and an annual wage distribution survey. An employment information service was started, intended as a continuing series of short, inexpensively produced papers giving information developed in the Branch about employment trends, practices and working conditions in Ontario. Other information activities are answering specific questions, preparing short reports, and compiling statistical data for the public and officials of the Ministry.

Analytical Research

As analytical work undertaken by the Branch during 1972-73 was more directly focussed on specific program and legislative questions than ever before, production of background papers and memoranda outweighed publishable reports.

The Ministry's major review of The Employment Standards Act, The Industrial Standards Act and Order-in-Council 166/65 (Fair Wages) involved investigation both within and outside the Ministry. The resulting background papers and policy proposal documents dealt with concepts underlying provincial labour standards legislation and associated administrative problems, particularly minimum wage, the legislative approach to hours of work, holidays and vacations, the administration of fair wages on government contracts and the need for industrial standards legislation.

Prior to revision of The Hospital Labour Disputes Arbitration Act in late 1972, the Branch did considerable research into hospital wages and working conditions and following revision, undertook a program aimed at greater availability of information.

In addition, further evaluation was undertaken of the 1971 revisions of The Labour Relations Act.

Early in the year, a survey was made of employees' use of notice of termination. Results were used in assessing the value of the legislation, and two short papers based on the survey were prepared for general release.

The Branch undertook practically all of the analytical work done within the government concerning uniform store closing hours and Sunday observance.

Work completed and nearing completion concerning the construction industry includes an evaluation of the accreditation provisions of The Labour Relations Act, an analysis of construction industry accidents, construction wage rate trends and employment patterns in the construction industry.

The Branch was also involved in a study of union/non-union wage differentials, the evaluation of the effectiveness of equal pay for equal work legislation, a study of plant closures in Ontario from January, 1971 to June, 1972 and another of information gaps in manpower data.

The analytical work broadly outlined above involved Branch staff in many study groups and committees that took up major segments of their time.

Staff

During the 1972-73 fiscal year, the Branch had a complement of 39 persons. About two thirds of the staff were engaged in the preparation of statistical and analytical studies, the remainder in providing library and information services.

Executive DirectorD. F. Jones

During the fiscal year 1972-73 the Council continued to search for ways to improve Ontario's safety programs.

The Council's Safety Information Service, which responds to all inquiries however complex, added significantly to its library materials, answered questions from many sources in Ontario and from other provinces and countries, and participated in several safety and technical exhibitions to publicize the many sources of safety materials in this province. The continuing study into causes of back injuries and low back pain by Dr. J. R. Brown of the University of Toronto resulted in publication of a 583 page 'Annotated Bibliography of Manual Lifting and Related Fields'. This publication has been found useful by medical doctors, chiropractors, lawyers and safety directors as well as scientists in this field of research for whom it was originally intended. A subjective study of the results of varying approaches to occupational safety programs in six provinces and six states resulted in publication of a report entitled 'Occupational Safety Programs - Are They Worth It?'.

Research into problems associated with Repetitive Hand Motions conducted by Dr. Raouf at the University of Windsor has progressed favourably. Field studies in selected factories are now underway. The Committee studying safety in the operation of privately-owned railways has developed a questionnaire for the employees, hoping to elicit information not available from other sources.

Amongst other business before the Council were matters concerning:

- The Construction Safety Act (support for Provincial inspection)
- The Industrial Safety Act and Regulations (interpretations and possible amendments)
- Pup trailers
- Sanitary facilities on construction projects
- Microwave ovens
- The Boilers and Pressure Vessels Act
- Protective clothing and equipment
- Explosives
- Identification of hazardous products
- Educational services for stevedoring
- Public protection in vicinity of nuclear installations

In June, 1972, C. G. Gibson retired as Chairman and was succeeded by R. D. Johnston.

CA20NL

A56

Government
Publications



**Ontario
Ministry of Labour
ANNUAL REPORT
1973-1974**



ONTARIO MINISTRY OF LABOUR

ANNUAL REPORT 1973-74

Hon. John P. MacBeth, Q.C.,
R.D. Johnston, Deputy Minister

For the fiscal year
April 1, 1973 to
March 31, 1974
55th Annual Report

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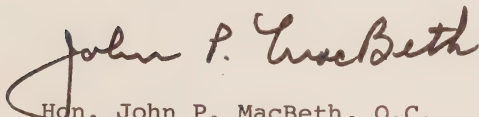
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LETTER OF TRANSMITTAL

To Her Honour
The Lieutenant-Governor in Council

May it please Your Honour:
The undersigned has the honour to present
the 55th Annual Report
of the Ministry of Labour
for the fiscal year ending March 31, 1974

All of which is respectfully submitted.

A handwritten signature in dark ink, reading "John P. MacBeth". The signature is written in a cursive style with a large, sweeping initial "J".

Hon. John P. MacBeth, Q.C.
Minister

Executive Director
D. E. Hushion

The Employment Services Division was established in 1972 to coordinate the activities of the Employment Services, Industrial Safety and Construction Safety branches. The legislation these branches administer and enforce, and the programs they conduct, are concerned with safeguarding equitable terms and conditions of employment and ensuring worker safety at the place of employment.

Employment Adjustment Service Branch
Director
R. J. Ogilvie

The Employment Adjustment Service Branch was established in May, 1973 in response to the need to assist labour, management and government to anticipate and respond more effectively to manpower adjustment problems. It is based not only upon a recognition of the problems of individual adjustment resulting from termination of employment but it was intended to recognize the need to understand and deal with the broader impact on the community created by a disruption in the local labour market.

The Branch performs a liaison/consultation role between parties faced with potential employment disruption and the appropriate forms of assistance and/or services that can be provided through existing government programs or through the private sector itself in order to aid the employers and workers involved. The principle mechanism employed is the Manpower Assessment and Incentives Agreement process of the Canada Manpower Consultative Service in which the Employment Adjustment Service can be a financial contributor and member along with labour and/or management. The agreement sets up a Committee consisting of employee representatives, management representatives and an independent chairperson to assist employees affected by large terminations to re-establish themselves in new employment.

During the initial year of the Branch's formation, work centered on a) developing the necessary programs to respond to mass terminations and closures, b) a substantial number of special projects dealing with the broad issues of the "employment implications of economic change" and manpower adjustment in general.

Termination Activities

1. Adjustment Program in Mass Terminations and Closures

The Branch role in 1973 was primarily an investigative and monitoring one. Early in 1974 it began a transition from this to actual field work. This involves meeting with management and employee representatives, identifying the adjustment measures required, coordinating activities with the Canada Manpower Consultative Service and monitoring implementation of adjustment measures.

Statistics on Mass and Other Terminations
May 1, 1973 to March 31, 1974

Mass Terminations

Cases	23
employees	4,186

Other Terminations

Cases	108
employees	20,572

2. Information Systems on Advance Notice of Layoffs and Terminations of 50 Persons or More
The Branch, in cooperation with other Provincial and Federal agencies, has established Field Monitors to identify potential terminations of 50 employees where adjustment programs will be required.
3. Development of Mechanisms for Monitoring the Economic Environment and the Identification of Industrial Sectors Subject to Mass Terminations
A program of selective assessments of particular industrial sectors has been developed to identify and develop "contingency plans" for industries likely to experience mass terminations.
The Branch's major initiative in this field is the Automotive Industry Monitor and Assessment. Discussions have been initiated with the Big Four, the U.A.W. and the Parts Manufacturers as well as various Federal and Provincial agencies.

Special Employment Adjustment Projects

1. Northwest Ontario Interministerial Advisory Committee
The Employment Adjustment Service participated with the Research Branch in coordinating the Ministry's response which consisted of the elaboration of several research and planning proposals to assist in developing effective adjustment programs for the residents of Northwest Ontario. These proposals have been accepted by the Ministry of Treasury, Economics and Intergovernmental Affairs and the Research Branch will be conducting these studies this summer.
2. Haldimand-Norfolk Interministerial Coordinating Committee
In January, 1974 the Ministry of Treasury, Economics and Intergovernmental Affairs established this Interministerial Co-ordinating Committee to coordinate the provincial response to the large-scale developments planned in the area by Stelco and Texaco. This Branch serves as the Ministry's representative on this Committee and is Chairman of a "working party on manpower" established between the Ministries of Labour (E.A.S. and the Research Branch), Colleges and Universities and T.E.I.A.
This "working party" is attempting to assess the magnitude of any projected manpower problems and outline the alternatives possible for solution.
3. Orillia Joint Manpower Planning and Assessment Committee
The Canada Manpower Consultative Service identified 10 employers in Orillia who claimed they could not fill their job vacancies because of an inadequate supply of labour in the area, that their turnover was too high and that they need help in assessing their problems. The Committee has been established with these employers to assess these problems and recommend solutions.

4. North Peel-Halton Personnel Association
In February, 1974 the Personnel Association requested assistance in finding solutions for their particular manpower problems. The Branch met with the Executive of the Association to begin verifying the nature and scope of the alleged manpower problems. Currently, the Branch has involved several other Provincial Ministries as well as the Federal Government in the joint process of working on these problems.
5. Construction Industry Review Panel - P.B.A. Feasibility Study
The Branch is participating with Peter Barnard Associates in conducting the interviewing of the government/utilities sources of construction activity.
6. Committee on Employment Opportunities for the Mentally Retarded
In July, 1973 this Branch and the Employment Standards Branch undertook a joint project to assess the recommendations of the Jackman Task Force on the mentally retarded and report on how the mentally retarded could be provided with greater employment opportunities. This report was submitted in March, 1974.
7. The Employment Working Party of the Joint Federal Provincial Social Security Review
In June, 1973 the Branch began the tasks of working with the Provincial Task Force on Income Security as well as supporting the Provincial Delegate to the Employment Working Party. The Branch was a member of the inter-branch Task Team which prepared the various provincial position papers on issues of the disadvantaged workers.

Employment Standards Branch
Director
John R. Scott

The Employment Standards Branch administers The Employment Standards Act, The Industrial Standards Act, The Employment Agencies Act, and Schedules prescribing fair wage rates on government contracts.

In addition to the administrative and interpretive areas of the Branch, a staff of 69 field officers and 12 regional managers under an Administrator are responsible for enforcing the legislation. The Branch investigates complaints made by employees and also undertakes planned routine investigation programs of selected groups of industries.

By means of advertising and public speaking, the Branch tries to encourage employers to comply with the standards on their own initiative.

During fiscal 1973 - 74, a total of 12,900 investigations were completed. Arrears of \$2,984,200 were collected from 9,246 employers on behalf of 36,369 employees. A comparative breakdown of these and other statistics may be found at the end of this report.

Legislation

1. The Employment Standards Act

The Employment Standards Act is basically anti-exploitation legislation providing for minimum standards of working conditions. It is primarily aimed at assisting workers with little or no bargaining powers.

The Act sets out standards covering hours of work, notice of termination, overtime pay, equal pay for equal work, pregnancy leave, protection for homeworkers and handicapped employees, wage protection and wage collection.

The Act also provides, in the case of a mass termination of 50 or more employees by a firm in a four-week period, that the employer notify the Minister who then initiates action to assist the affected employees. This type of legislation is the first of its kind in Canada. The Branch works closely with Canada Manpower Consulting Services and The Employment Adjustment Service in this area. A Legislative Review Committee of the Ministry is currently reviewing all Employment Standards legislation.

2. The Industrial Standards Act

Rates of wages, overtime and vacation pay provisions and other conditions of employment affecting specified industries in designated zones or areas in Ontario may be set out in regulations under this Act. To obtain a regulation, representatives of labour and management petition the Minister. A conference of employers and employees is then convened to investigate working conditions and practices in the industry.

A schedule of working conditions may be submitted through the conference to the Minister for approval and enactment as a regulation. These working conditions then become law and are binding on all employers and employees working in the industry in the specific area of the province.

The Minister designates or defines the industries and zones to which any schedule may apply. The zones are usually restricted to definite economic areas within the province. Six industries producing apparel goods have been determined to be interprovincially competitive and their zones include all of Ontario.

For each Industrial Standards Schedule, an advisory committee is appointed to assist in the administration and enforcement of the schedule requirements.

The Industrial Standards Act has been under review by the Ministry. Pending the completion of this review, no new schedules or amendments to existing schedules are being processed.

3. The Employment Agencies Act

The Employment Agencies Act regulates employment agencies in Ontario through the issuance and control of licences. Employment agencies are defined as including any businesses which, for a fee, either assist employers to find employees or help people to find employment.

Class A agencies find persons for employment. Class B, C, and D agencies find employment for people. Employers are charged a fee by Class A agencies and the employee is charged a regulated fee by the other three classes.

During 1973-74, a total of 507 licences were issued, 88 per cent of which were Class A. Fees for the year totalled \$48,725.

4. Fair Wage Schedules

The Fair Wage policy, established by order-in-council, provides for the setting of wage rates and other working conditions for construction workers on government contracts. This policy ensures that employees enjoy fair working conditions and that contractors are protected from unfair tendering practices due to low wage rates.

The Branch provides the fair wage schedules prior to the call for tenders. When the contracts are awarded, the conditions in the schedule become a part of the contract.

Government ministries and agencies using the fair wage schedules are the Ministry of Government Services, the Ministry of Transportation and Communications, the Ontario Water Resources Commission and the Ontario Housing Corporation.

The Branch enforces these requirements through jobsite interviews and payroll inspections.

This program is also currently under review by the Legislative Review Committee. Since the review began, no further increases to the fair wage rates have been implemented.

STATISTICS *

Employment Standards Branch

* 1972-73 from April 1, 1972 to March 31, 1973 inclusive
1973-74 from April 1, 1973 to March 31, 1974 inclusive

INVESTIGATIONS
Complaints
Routines

1972-73	1973-74
9,316	9,100
3,709	3,800
13,125	12,900

ASSESSMENTS

	AMOUNT COLLECTED		EMPLOYERS		EMPLOYEES	
	1972-73	1973-74	1972-73	1973-74	1972-73	1973-74
Minimum Wage	\$ 145,374.43	\$ 141,779.83	597	575	1,979	1,922
Collection of Wages	637,940.85	762,034.99	2,622	2,640	5,338	5,181
Overtime Pay	528,469.51	553,565.37	1,580	1,255	8,679	8,088
Equal Pay for Equal Work	37,154.20	547,191.72	14	18	176	409
Vacation Pay	568,532.34	682,499.30	4,492	3,976	20,685	19,462
Termination Pay	209,279.13	297,128.27	1,047	782	1,030	1,307
TOTAL	\$2,126,750.46	\$2,984,199.48	10,352	9,246	37,887	36,369

Hearings (Section 10)
Appeals (Section 34)

1972-73	1973-74
31	59
77	54
108	113

COURT ACTION

Cases
Charges involved

15	33
29	105

OVERTIME PERMITS

100 hour
Special

799	405
1,138	726
1,937	1,131

HANDICAP PERMITS AND HOMEWORKER PERMITS

Handicap Work Permits
Homeworker Permits

263	148
378	369

FAIR WAGE SCHEDULES

Number of Contracts
Dollar Value

795	981
\$294,115,067.	\$229,398,042.

EMPLOYMENT AGENCY LICENCES

Class

Initial		Renewal		Total	
1972-73	1973-74	1972-73	1973-74	1972-73	1973-74
112	98	303	347	415	445
3	2	10	11	13	13
-	1	-	-	-	1
15	10	33	38	48	48
130	111	346	396	476	507

Revenue	
1972-73	1973-74

Industrial Safety Branch
Director
J. McNair, P.Eng.

This Branch is concerned with the protection of persons in industrial establishments and logging operations and for this purpose administers The Industrial Safety Act, 1971 and The Loggers' Safety Act. In addition, the Branch carries out inspections under The Canada Labour Code, Part IV for the Canada Department of Labour.

The Director of the Branch is a Professional Engineer and the Branch has two main sections--engineering services and field services, and the necessary clerical staff.

Engineering Services

Headed by the Chief Engineer, the engineering staff reviews drawings and specifications of factories, shops, office buildings, grain elevators and foundry ventilation systems prior to their construction or alteration. The examination includes a check of the structural stability of the buildings, emergency exits and possible health and fire hazards which may be related to the industrial processes. Any necessary amendments are shown on the drawings, enabling them to be incorporated during construction.

Under the Chief Engineer, services of 11 professional engineers are provided, six in Toronto and one each in Ottawa, Kitchener, London, Windsor and Hamilton. During the year they reviewed drawings of 6,025 projects to a total value of \$1,191,466,128 with revenue of \$965,597 in fees. In addition, the engineers give professional advice to the field staff while making 84 inspections.

Field Inspection

The field inspection staff was reorganized into 13 Regions, each with a Manager, located in District Offices--Toronto (4), Windsor, London, Kitchener, Hamilton (2), Kingston, Ottawa, Sudbury and Thunder Bay.

The staff makes inspections of industrial establishments and logging operations and issues corrective directions regarding unsafe machines and practices, inadequate ventilation, fire safety, sanitary facilities and poor housekeeping. Many of their visits are at the invitation of management, who often seek and value their advice when contemplating the introduction of new machines or processes which may be hazardous. They also investigate complaints and resolve labour-management differences where safety is concerned. The Regional Managers carry out a promotional activity to encourage management and trade union involvement in the safety program. They are assisted in this activity by a Staff Industrial Safety Officer who also carries out fatality investigations and other special investigations.

The Automatic Data Processing System, providing pre-printed information on the report forms for cyclical inspection and subsequent statistical and control data, has been a useful addition to the tools available to develop more effective use of the inspection forces. The directions left by the inspectors are automatically followed up and re-inspections made where necessary. Non-compliance with the legislation resulted in 39 charges laid and \$38,100 levied in fines.

Summary of statistics

	1972-73	1973-74
Non-fatal accidents reported	55,466	71,124
Fatalities: Industrial Safety Act	65	47
Loggers' Safety Act	6	13
Canada Labour Code	5	2
Inspections	62,330	47,912
Directions issued	38,845	30,986
Directions completed	36,482	29,599
Revenue	\$652,149.	\$965,597.
Personnel	129	129

Analysis of Non-fatal accident reports - 1973-74

No. of Reports Submitted	No. of Industrial Establishments	No. of Employees	No. of Reports
Nil	55,835 (2,769)	389,379 (62,807)	Nil (Nil)
1 - 5	12,970 (2,163)	340,937 (120,931)	22,105 (4,995)
Over 5	2,671 (1,626)	522,933 (385,497)	49,029 (36,582)
	70,476 (6,578)	1,251,259 (578,745)	71,124 (41,587)

(Figures in brackets refer to
Unionized industrial establishments)

Table 1

Report of number of Inspections and Special Visits by Industry, April 1973 - March 31, 1974

13

INDUSTRY	INSPECTIONS	SPECIAL VISITS	TOTAL
MANUFACTURING	18,370	2,422	20,792
Food and beverages			
Tobacco products	2,072	131	2,203
Rubber products	10	4	14
Leather products	185	51	236
Textile products (except clothing)	226	40	266
Knitting Mills	442	54	496
Clothing	79	6	85
Wood products	457	12	469
Furniture and fixtures	1,560	186	1,746
Paper and allied industries	1,027	66	1,093
Printing, pub. and allied industries	491	136	627
Primary metal	1,013	64	1,077
Metal fabricating (exc. mach. & trans. equip.)	539	151	690
Machinery (except electrical machinery)	4,011	465	4,476
Transportation equipment	937	134	1,071
Electrical products	968	279	1,247
Non-metallic mineral products	873	183	1,056
Petroleum and coal products	923	132	1,055
Chemical and chemical products	74	11	85
Miscellaneous manufacturing	841	131	972
Excl. mfg. incidental to other industries	1,576	183	1,759
	66	3	69
CONSTRUCTION	1,519	63	1,582
TRANSPORTATION, STORAGE AND COMMUNICATION	1,540	60	1,600
Transportation	913	39	952
Storage (including grain elevators)	343	18	361
Communication	284	3	287
PUBLIC UTILITIES	359	19	378
TRADE	17,750	540	18,290
Wholesale trade	4,418	222	4,640
Retail trade	13,332	318	13,650
FINANCE, INSURANCE AND REAL ESTATE	512	19	531
SERVICE	3,923	86	4,009
Education and related services			
Health and welfare services	33	1	34
Religious organizations	132	7	139
Recreation service	-	-	-
Business Service	92	5	97
Personal Service	187	7	194
Miscellaneous service	2,660	36	2,696
	819	30	849
PUBLIC ADMINISTRATION AND DEFENCE	710	20	730
UNSPECIFIED OR UNDEFINED	-	-	-
TOTAL	44,683	3,229	47,912

Inspections made with respect to the enforcement of The Acts and Regulations administered by The Ministry of Labour

TABLE 2 Directions of Officers to Employers under
The Industrial Safety Act, 1971, April 1, 1973 - March 31, 1974

14

INDUSTRY	Inspections			Subjects of Directions														TOTAL
	Boiler	Other pressure vessels	TOTAL	Fire escapes etc.	Plans to be submitted	Elevators & hoists	Guard machinery	Heat	Light	Ventilation	Sanitation	Seats for women	Toilets, etc.	Dressing room, latrine etc.	Hair covering	Child labour	Miscellaneous	
MANUFACTURING	6	15	21	1,130	114	1	8,408	14	163	909	1,006	18	67	23	382	4	9,948	21,908
Food and beverages	1	1	2	96	12		781	2	37	13	116		3	1	6	1	756	1,826
Tobacco products				6			6										3	9
Rubber products				20	1	1	143	1	2	31	17	1					119	373
Leather products				44			129		1	7	9		1				85	285
Textile products (except clothing)				35			258	1	3	20	26	3	4	1	17		209	577
Knitting Mills		1	1	5			31		1		2				2		60	64
Clothing				63	1		156		2	1	7						15	291
Wood products		4	4	72	23		687		10	37	43		10			20	624	1,531
Furniture and fixtures				76	4		321	2	1	74	33		8	2	25		396	966
Paper and allied industries				71	1		375		6	17	40	2	4	4	27	1	418	553
Printing, pub. and allied industries				67	3		243		6	18	26	7	3	1	17		262	641
Primary metal			1	35	2		353	4	11	105	60			2	112		641	1,227
Metal fabricating (except machinery)			5	142	18		1,805	1	29	137	192	2	9	2	116		2,219	4,677
Machinery (except electrical machinery)	4	1	5	40	6		390		5	66	53		1		20		674	1,255
Transportation equipment		2	2	87	5		616		6	96	134		3		15		954	1,927
Electrical products		1	1	91	5		542	2	12	64	59	1	3	3	41		638	1,452
Non-metallic mineral products	1	2	3	18	13		337	7	47	44	44	1	5		12		493	975
Petroleum and coal products				2	1		26			1	4						65	102
Chemical and chemical products		2	2	63	11		282	12	88	60	60	3	2	2	5		605	1,131
Miscellaneous manufacturing				100	6		600	10	85	79	79		7	4	25	1	1,580	3,000
Misc. mfg. incidental to other industries				3	2		24	2	2	2	2	1					20	56
CONSTRUCTION		1	1	13	14		142		1	20	26		3				293	513
TRANSPORTATION, STORAGE AND COMMUNICATION		1	1	50	15		106		13	15	13		3				295	511
Transportation		1	1	10	14		51		5	12	11		2				192	298
Storage (including grain elevators)				24	1		42		1	2	1		1				74	146
Communication				16			13		7	1	1						29	87
PUBLIC UTILITIES				10	2		33		5	12	6						154	222
TRADE	1	26	27	1,044	90		874	9	385	221	271		31	10	11	6	3,137	6,116
Wholesale trade		7	7	188	32		395	1	21	33	52		11	2	7		913	1,662
Retail trade	1	19	20	856	58		475	8	364	188	219		20	8	4	6	2,224	4,454
FINANCE, INSURANCE AND REAL ESTATE				97	3		68	1	25	4	5		1		1		97	302
SERVICE				94	11		238	3	14	38	44	1	5	1	5	7	498	959
Education and related services				1			7										7	15
Health and welfare services				2			22	1	1	2			1		1		11	41
Religious organizations																		
Recreation service				9	1				1	1	1						6	19
Business service				8			4	1		3			1				26	43
Personal service				60	3		126		12	11	35	1	1	1	2	7	279	538
Miscellaneous service				14	7		79	1		21	8		2		2		169	303
PUBLIC ADMINISTRATION AND DEFENCE		1	1	35	3		130		7	20	15		2		1		241	455
UNSPECIFIED OR UNDEFINED																		
TOTAL	7	44	51	2,473	252	1	9,699	27	613	1,239	1,386	19	112	34	400	17	14,663	30,986

Directions given for the protection of the health and safety of employees or any persons in a factory, shop or office building

TABLE 3 Distribution of Employees in Industry, April 1973 - March 31, 1974

INDUSTRY	PRODUCTION	ADMINISTRATION	TOTAL EMPLOYEES
MANUFACTURING	903,200	237,106	1,140,306
Food and beverages	72,706	16,236	88,942
Tobacco products	2,607	430	3,037
Rubber products	32,647	6,957	39,604
Leather products	15,438	2,711	18,149
Textile products (except clothing)	30,802	5,669	36,471
Knitting Mills	5,408	602	6,010
Clothing	19,778	2,217	21,995
Wood products	29,046	5,036	34,082
Furniture and fixtures	24,983	4,939	29,922
Paper and allied industries	48,311	12,354	60,665
Printing, pub. and allied industries	27,079	8,487	35,566
Primary metal	88,939	12,508	101,447
Metal fabricating (exc. mach. trans. equip.)	113,650	31,880	145,530
Machinery (except electrical machinery)	59,610	24,051	83,661
Transportation equipment	125,193	30,026	155,219
Electrical products	101,800	39,793	141,593
Non-metallic mineral products	30,448	7,876	38,324
Petroleum and coal products	3,002	1,744	4,746
Chemical and chemical products	28,500	12,837	41,337
Miscellaneous manufacturing	41,818	10,185	52,003
Misc. mfg. incidental to other industries	1,435	380	1,815
CONSTRUCTION	13,936	4,820	18,756
TRANSPORTATION, STORAGE AND COMMUNICATION	50,422	13,305	63,727
Transportation	26,819	6,332	33,151
Storage (including grain elevators)	4,044	1,161	5,205
Communication	19,559	5,812	25,371
PUBLIC UTILITIES	6,779	2,637	9,416
TRADE	169,904	46,874	216,778
Wholesale trade	39,495	21,668	61,163
Retail trade	130,409	25,206	155,615
FINANCE, INSURANCE AND REAL ESTATE	7,607	3,348	10,955
SERVICE	31,686	6,910	38,596
Education and related services	1,201	759	1,960
Health and welfare services	3,063	438	3,501
Religious organizations	-	-	-
Recreation service	547	120	667
Business service	3,474	1,882	5,356
Personal service	18,420	2,322	20,742
Miscellaneous service	4,981	1,389	6,370
PUBLIC ADMINISTRATION AND DEFENCE	32,219	27,166	59,385
UNSPECIFIED OR UNDEFINED	-	-	-
TOTAL	1,215,753	342,166	1,557,919

Construction Safety Branch

Director

R. K. Cleverdon, P.Eng.

This Branch is concerned with the safety of workers engaged in the construction, alteration, repair, demolition or removal of buildings or other structures, streets and highways, in the excavation of trenches and in underground work in shafts and tunnels, caissons, cofferdams and work under compressed air on such projects. The Branch is headed by a professional engineer and is responsible for the administration of construction safety legislation concerning the safety of workers on construction projects. Until July 31, 1974, there were three pieces of legislation in effect and these were replaced by a single statute on August 1, 1973.

The Trench Excavators' Protection Act, R.S.O. 1970

In effect until July 31, 1973, this legislation was enforced by trench inspectors appointed by the local municipalities. Provincial inspectors were required to advise and assist the municipal inspectors and by local agreement carried out this function in some 25 per cent of the local municipalities. The annual report prepared by the senior municipal trench inspector for the council of his municipality gave statistical information on the length of trenches excavated and other relevant data. For the first seven months of calendar 1973, they reported approximately 715 miles of trench that were excavated. Reports were received from the inspectors of 616 municipalities. Three workers were killed on projects under this legislation in 1973.

The Construction Safety Act, R.S.O., 1970

This legislation was enforced until July 31, 1973 by inspectors appointed by the larger municipalities, although in many cases, this responsibility was turned over to the Branch in 1972. During the first seven months of 1973, 20 workers were fatally injured on projects which came under this legislation, 13 under municipal enforcement and seven under provincial enforcement.

Regulation 214 Under The Ministry of Labour Act

This Regulation deals with such underground work as the construction of shafts, tunnels, caissons, cofferdams and projects under compressed air. It was enforced until July 31, 1973 throughout Southern Ontario by four specialist construction safety officers supervised by a professional engineer and in Northern Ontario by the construction safety officers located there. Statistical data under this type of construction work is maintained on a fiscal rather than a calendar year basis. During the fiscal year ending March 31, 1974, there were 430 projects under inspection of which 111 were tunnels over 50 feet in length. The total

length of these tunnels was 45 miles. There were eight projects under compressed air with pressures ranging from a minimum of six pounds to a maximum of 18 pounds, but only one case of decompression sickness was reported in over 15,000 decompressions of compressed air workers during the year. One worker was fatally injured on a cofferdam project, but none in tunnelling. There has only been one fatality due to a cave-in in a tunnel project in Ontario in the past 10 years.

The Construction Safety Act, 1973

This legislation which was introduced as Bill 127 on May 31, 1973 was proclaimed in force on August 1, 1973. It repealed the previous acts and revoked the previous regulations and transferred the responsibility for inspection and enforcement to the Province. The previous regulations were consolidated into Ontario Regulation 419/73 made under the Act. Under this legislation from August 1, 1973 to December 31, 1973, there were 30 fatalities, seven of which were not covered by the previous legislation. During the period August 1, 1973 to March 31, 1973, the construction safety officers of the Branch made 37,470 inspections of projects and issued 40,432 directions to comply. As of April 1, 1973 the Branch staff consisted of 40 persons. As of March 31, 1974, the Branch had been increased to a total of 110 persons and had an approved complement of 132. The personnel was made up of the Director (professional engineer), five regional engineers (professional engineers), one consultant to the Director (professional engineer), two technical services engineers (professional engineers), 10 construction safety supervisors, 77 construction safety officers and 14 clerical staff. The Branch maintains district offices headed by a supervisor in Hamilton, Kingston, Kitchener, London, Ottawa, Sudbury, Thunder Bay and Windsor, and regional engineers in London and Hamilton. The field staff are attached to the Toronto office or to one of the district offices.

Summary of the Activities of the
Construction Safety Officers for the Calendar year 1973

The Construction Safety Act, R.S.O. 1970 (to July 31) and
The Construction Safety Act, 1973 (from August 1)

Number of Informations Laid	47
Number of Convictions	19
Total Amount of Fines	\$11,975
Number of Fatalities	37*

*Seven of the 37 fatalities occurring after August 1 were not covered by the earlier legislation.

The Trench Excavators' Protection Act, R.S.O. 1970 (to July 31)

Number of Informations Laid	24
Number of Convictions	11
Total Amount of Fines	\$5,725
Number of Fatalities	1

The Ministry of Labour Act, R.S.O. 1970 (to July 31)

Number of Informations Laid	2
Number of Convictions	1
Total Amount of Fines	\$200
Number of Fatalities	1

Inspections By Construction Safety Officers
April 1, 1973 to March 31, 1974
The Construction Safety Act

	R.S.O. 1970	S.O. 1973	TOTAL
April 1, 1973 to July 31, 1973	August 1, 1973 to March 31, 1974	April 1, 1973 to March 31, 1974	
1. Joint inspection with municipal inspectors	1,018	n/a	1,018
2. Direct inspections by Provincial Construction Safety Officers	1,921	39,409	41,330
3. Other independent inspections	492	n/a	492
4. Promotional, public relations, and miscellaneous calls	391	1,858	2,249
TOTAL	3,822	41,267	45,089

Summary of Municipal Inspectors' Annual Reports
The Construction Safety Act, R.S.O. 1970
Calendar year 1973, January 1 to July 31 only

Number of Inspectors appointed	182
Number of Inspections	54,986
Number of Informations laid	171*
Number of Convictions	105
Total amount of fines	\$32,080
Number of Fatalities on projects under The Construction Safety Act	13
Number of Stop Work Orders	1,763
Number of Orders to Comply	9,626

*These figures include those informations laid before July 31st and finalized in the courts after that date.

During this period 26 municipalities were already under provincial inspection and reports were received from 67 of the remaining 76 municipalities required to appoint an inspector.

Inspections By Construction Safety Officers
April 1, 1973 to July 31, 1973

The Trench Excavators' Protection Act, R.S.O. 1970 (to July 31)

1. Joint inspections with municipal inspectors	493
2. Direct inspections by Provincial Construction Safety Officers	488
3. Other independent inspections and calls on trench inspectors.	1
TOTAL	982

Summary of Municipal Inspectors' Annual Reports
The Trench Excavators' Protection Act, R.S.O. 1970
Calendar year 1973, January 1st to July 31st only

Number of Inspectors appointed	572	
Number of notices received	12,233	
Total length of trenches for which notices were received		3,775,021 lin. feet approx. 715 miles
Number of Informations laid	3	
Number of Convictions	2	
Total Amount of Fines	\$2,200	
Fatalities on projects under the Trench Excavators' Protection Act	2	
Number of Stop Work Orders	194	
Number of Orders to Comply	984	
Number of Inspections reported	36,427	

Reports were received from 616 of the 863 local municipalities required to submit a report and 210 of these local municipalities were already under provincial legislation.

UNDERGROUND PROJECT INSPECTION SUMMARY

APRIL 1, 1973 to MARCH 31, 1974

				Length of Tunnel feet		Projects under compressed air	No. of inspections	No. of Directions	No. of inspections with no directions
				Less than 60" diam.	60" diam. and over				
Projects under inspection									
Long Tunnels	111	65	46	7,397	222,235	8	1,693	555	1,356
Short Tunnels (under 50')	116	108	8	8,807	1,217	-	398	29	378
Jacked Tunnels	73	63	10	7,885	3,202	-	293	33	273
Large Caissons	3	3	-	N/A	N/A	-	25	1	24
Augered Caissons *	92	82	10	N/A	N/A	-	358	23	341
Cofferdams, Under- pinning, etc.	35	34	1	N/A	N/A	-	190	37	167
<u>TOTALS:</u>	430	355	75	24,089	226,654	8	2,957	678	2,539

* 8506 Augered Caissons Reported

Projects Under Compressed Air
April 1, 1973 to March 31, 1974

No.	Contractor	Location	Pressure		No. of Decompressions Shift Workers	Supervisors etc.	Total	No. of Cases of Decompression Sickness
			Min.	Max.				
71/291	S. McNally & Sons Limited	Mississauga	10	13	3,438	621	4,059	-----
71/417	S. McNally & Sons Limited	Toronto	6	7	32	22	54	-----
71/451	Valentine Enterprises Contr.	Toronto	12	13	2,490	426	2,916	-----
72/117	Jno. Maguire Contr. Co. Limited	Toronto	9	10	60	22	82	-----
72/174	Sansone Const. Co. Limited	Toronto	10	10	3,429	1,205	4,634	-----
*73/74	S. McNally & Sons Limited	Toronto	9	12	1,738	999	2,737	-----
*73/120	L. Belanger Construction Limited	Mississauga	18	18	338	102	440	1
*73/136	Ontario Underground Co. Limited	Toronto	12	12	145	108	253	-----
TOTAL					11,670	3,505	15,175	1

* Projects still in progress April 1, 1974

INSPECTION ACTIVITIES OF CONSTRUCTION SAFETY OFFICERS										
	1969-70	1970-71	1971-72	1972-73	April 1, 1973 to July 31, 1973	August 1, 1973 to March 31, 1974	TOTALS 1973-74			
<u>Joint Inspections with Municipal Inspectors</u>										
1. Under The Construction Safety Act	5598	4536	4411	3387	1018	-	1018			
2. Under The Trench Excavators' Protection Act	<u>1908</u>	<u>1616</u>	<u>2092</u>	<u>1726</u>	<u>493</u>	-	<u>493</u>			
3. TOTAL	<u>7506</u>	<u>6152</u>	<u>6503</u>	<u>5113</u>	<u>1511</u>	-	<u>1511</u>			
<u>Direct Inspections</u>										
1. As responsible Inspector under C.S.A.	374	307	232	3499	1921	39,409	41,330			
2. As responsible Inspector under T.E.P.A.	11	6	13	734	488	-	488			
3. C.S.A. inspections under Ministry of Labour Act	55	70	236	361	492	-	492			
4. T.E.P.A. inspections under Ministry of Labour Act	<u>49</u>	<u>120</u>	<u>209</u>	<u>155</u>	<u>1</u>	-	<u>1</u>			
5. TOTAL	<u>489</u>	<u>503</u>	<u>690</u>	<u>4749</u>	<u>2902</u>	<u>39,409</u>	<u>42,311</u>			
<u>Direct Inspections under Regulation 214 (Underground Work)</u>	<u>3252</u>	<u>3205</u>	<u>3848</u>	<u>3132</u>	<u>1024</u>	-	<u>1024</u>			
Total Inspections	<u>11,247</u>	<u>9,860</u>	<u>11,041</u>	<u>12,994</u>	<u>5437</u>	<u>39,409</u>	<u>44,846</u>			
<u>Other Field Activities</u>										
1. Investigations etc.	873	835	819	1131	136	410	546			
2. Promotional calls, etc.	<u>1267</u>	<u>783</u>	<u>523</u>	<u>456</u>	<u>345</u>	<u>1453</u>	<u>1798</u>			
3. TOTAL Other Activities	<u>2140</u>	<u>1618</u>	<u>1342</u>	<u>1587</u>	<u>481</u>	<u>1863</u>	<u>2344</u>			

..... see next page for continuation

INSPECTION ACTIVITIES OF CONSTRUCTION SAFETY OFFICERS (continued) 1969-70						
	1970-71	1971-72	1972-73	April 1, 1973 to July 31, 1973	August 1, 1973 to March 31, 1974	TOTALS 1973-74
<u>Inspections where no written direction required</u>						
1. Under The Construction Safety Act	3101	2285	2426	3965	1801	20,405
2. Under The Trench Excavators' Protection Act	1682	1515	2021	2158	773	-
3. Under Regulation 214	<u>2564</u>	<u>2624</u>	<u>3174</u>	<u>2512</u>	<u>890</u>	-
4. TOTAL	<u>7347</u>	<u>6424</u>	<u>7621</u>	<u>8635</u>	<u>3464</u>	20,405
<u>Number of Directions Left</u>						
1. Under The Construction Safety Act	7487	7089	6496	7745	3418	40,432
2. Under The Trench Excavators' Protection Act	428	349	513	740	319	-
3. Under Regulation 214	<u>1165</u>	<u>938</u>	<u>1020</u>	<u>984</u>	<u>223</u>	-
4. TOTAL	<u>9,080</u>	<u>8,376</u>	<u>8,029</u>	<u>9,469</u>	<u>3,960</u>	<u>40,432</u>
						44,392

Assistant Deputy Minister
W. H. Dickie

The activities of the Industrial Relations Division are directed towards the promotion and maintenance of labour peace. Within the division, the Ontario Labour Relations Board, Conciliation and Mediation Services and the Labour-Management Arbitration Commission are concerned with labour-management relations, assistance in settling their disputes and arbitration of grievances.

Ontario Labour Relations Board

Chairman

G. W. T. Reed, Q.C.

The Ontario Labour Relations Board administers a large part of The Labour Relations Act, including: certification of trade unions as collective bargaining agents for employees, termination of bargaining rights, declarations of unlawful strikes and lockouts, investigation and hearing of complaints of unfair practices, granting leave to prosecute for alleged violations of provisions of the Act, the settlement of jurisdictional disputes and accreditation of employers' organizations in the construction industry. In addition, the Board is empowered to issue declarations that strikes and lockouts are unlawful and to grant consent to the institution of prosecutions under The Hospital Labour Disputes Arbitration Act.

Composition

The Board is composed of a chairman, seven vice-chairmen (one, the alternate chairman), five employer representatives and five employee representatives, all appointed by the Lieutenant-Governor in Council. Under the Act, the Board may sit in two or more divisions, provided a quorum is present in each division. The chairman must designate one as the construction industry division to deal with certification and termination applications in the construction industry. This division has also been used in most jurisdictional dispute cases.

Location of Hearings

It is common for three and with increasing frequency four divisions to be sitting simultaneously, sometimes in different parts of the province. While most cases are heard in Toronto, complaints involving discrimination in employment or cases involving a substantial number of witnesses are generally heard at or near the municipality in which the employer is located. In addition, investigations by field officers into complaints of discrimination in employment, inquiries by examiners as directed by the Board and representation votes conducted by returning officers are normally held at or near the premises of the employer.

Summary of Operations

The Board employs a field staff to assist it in the administration of the Act and may appoint a field officer to investigate complaints of unfair practices in employment.

In 1973-74, field officers investigated 294 complaints of discrimination in employment, compared to 235 in 1972-73 (Table 3). The officers obtained settlements in 94 cases and submitted reports in 192 cases in which they were unable to achieve settlements. The remaining eight complaints were still under investigation when the year ended.

On a purely voluntary basis, the field staff is occasionally asked to conduct votes in connection with strikes, the ratification of collective agreements and the selection of union officers.

Board examiners were assigned 374 representation cases for formal investigation during 1973-74, compared to 443 in 1972-73. These included 309 certification cases, four for termination of bargaining rights, 10 for accreditation of construction employer organization, six on the status of a successor employer and 45 on the status of individuals as employees.

In 141 cases the examiners secured agreement from the parties on the issues under investigation and submitted reports in 116 cases in which they were unable to obtain settlement. Sixteen cases were withdrawn before investigation was begun and 47 were dismissed by the Board when the parties sought withdrawal during investigation or after a date had been set for the examiner to meet with the parties. The remaining 54 cases were still under investigation at the end of the year.

Returning officers conducted a total of 283 elections directed by the Board (Table 4). These included 251 held in certification cases, 20 in termination of bargaining rights cases and 11 in cases of the status of successor employers. There were 17,560 employees eligible to vote in the certification elections and 15,041, or 86 per cent of them, cast their ballots. In the successor status elections 98 of the 766 eligible employees did not vote.

Case Load

Total cases received increased by eight per cent from 1,766 in 1972-73 to 1,898 in 1973-74, continuing to upward trend in case intake since 1966-67, except for a pause in 1971-72. The number of cases disposed of by the Board increased by 11 per cent from 1,705 in 1972-73, to 1,887 in 1973-74. At the end of the fiscal year, there were 382 cases pending at various stages of processing, against 376 at the end of the previous year.

During the fiscal year the Board conducted 1,484 hearings and continuations of hearings, an increase of 146 over 1972-73. A breakdown of the cases received and disposed of by the Board in 1973-74 is provided in Table 1. A comparison of this year's case intake and disposition with those of the previous four years is presented in Table 2. The results of investigations conducted by the Board's field officers and examiners are shown in Table 3. The results of representation elections conducted by the Board's returning officers are given in Tables 4 and 4A.

Judicial Review of Board's Decisions

Five cases were pending before the courts at the start of the fiscal year. During the year, 10 more cases were removed to the Divisional Court for review. Ten were dismissed; one was withdrawn; and one was granted.

At the end of the fiscal year, three cases were still pending, one in the Court of Appeal.

Certification of Bargaining Agents

In 1973-74, the Board received 1,318 certification applications, a 19 per cent increase over last year. This figure is the highest in the Board's history and is 213 more than the previous high of 1,115 in 1956-57. Also, it was the tenth successive year that the certification intake has been above the 900 mark.

Unions affiliated with the Canadian Labour Congress continued to file the bulk of certification applications received by the Board (Table 5), 81 per cent of the total intake. Of the 53 affiliates involved, the Labourers' Union made 182 applications, the Carpenters' Union 131, the Public Employees Union (CUPE) 110, and the International Union of Operating Engineers 63.

International and national unions not affiliated with the Canadian Labour Congress filed 198 certification applications in 1973-74, or 15 per cent of the total. The Teamsters had 91 of these applications, the Christian Labour Association 41, and the Civil Service Association of Ontario 26. Independent unions confined to a single plant or employer, including nurses associations, filed 53 applications, about four per cent of the total.

Table 6 gives the industrial distribution of the certification applications received by the Board in the fiscal year 1973-74. Non-manufacturing establishments accounted for 1,054 or 80 per cent of the total 1,318 applications received. Within this category, the construction industry led with 467 applications, health and welfare services followed with 130, and wholesale trade was third with 97.

Manufacturing industries contributed the remaining 264 applications, or 20 per cent of the total. In this category, metal fabricating plants led with 38 applications and food and beverage plants ranked second with 29.

The Board also processed 173 applications carried over from the previous year, making a total certification case load of 1,491. Of this total, 1,291 were disposed of, 867 were granted, 278 dismissed, and 146 withdrawn. The remaining 200 cases were pending at March 21, 1974.

Of the 1,291 certification applications disposed of, final decision on bargaining units in 251 cases were based on the results of representation elections (Table 4A). Of the 251 elections conducted, unions won 151 and lost 100. There were 17,195 employees eligible to vote in the total 251 elections and 14,777, or 86 per cent, of them cast their ballots.

In the 151 elections that were won and resulted in certification, 8,877, or 81 per cent of the 10,921 employees who were eligible to vote, cast their ballots. Of the 8,877 who cast ballots, 6,532 or 74 per cent, favoured union representation. Of the 6,274 eligible voters in the 100 elections that were lost and resulted in dismissal, 5,900 or 94 per cent, voted. Of those who voted, 1,996 or 34 per cent were in favour of unions.

The 867 cases in which certification was granted represented 67 per cent of the applications disposed of in 1973-74, compared with 69 per cent in 1972-73.

Small bargaining units continue to predominate in certified cases (Table 7). The average size of the units granted in the 867 cases certified in 1973-74 was 31 employees, compared with 30 in 1972-73. About 82 per cent of these cases involved units of 39 or fewer employees and 51 per cent applied to units of nine or fewer employees. The total number of employees affected by the 867 applications in which certification was granted was 26,565. This was 3,788 employees more than the number covered by the 753 certifications of 1972-73.

Table 8 shows the time taken by the Board to process the 867 applications in which certification was granted. About 85 per cent of these cases took 84 days (three months) or less to process from filing to disposition, 74 per cent took 56 days (two months) or less, 51 per cent took 28 days (one month) or less and 34 per cent required 21 days (three weeks) or less. Only six per cent, 33 cases took longer than 168 days (six months).

Termination of Bargaining Rights

During the fiscal year 1973-74, the Board received 67 applications seeking termination of the bargaining rights of trade unions, 11 more than in 1972-73. In addition, there was a carry-over of eight cases from last year. Of the 75 total, termination was granted in 30 cases, 27 cases were dismissed and three were withdrawn. Fifteen cases were pending at the close of the year.

In the 30 cases granted, unions lost the right to represent 1,994 employees. That right was retained in the 30 cases that were dismissed or withdrawn.

Of the 57 cases that were granted or dismissed, 20 were concluded on the results of representation elections (Table 4A). There were 1,970 employees eligible to vote in these elections of whom 1,443 or 73 per cent cast their ballots.

Status of Successor Trade Union or Successor Employer

In 1973-74 the Board dealt with 38 applications for declaration concerning the status of successor trade unions, compared with 40 in 1972-73. Affirmative declarations were issued by the Board in 34 cases, two were dismissed and two were pending at the end of the year.

The Board also processed 35 applications for declaration concerning the status of successor employers, compared with 26 in 1972-73. Affirmative declarations were issued in 10 cases, seven cases were dismissed, four were withdrawn, and 14 were pending at the close of the year.

Representation elections were conducted in nine of the successor employer cases that were disposed of (Table 4A). Of the 385 employees eligible to vote in the elections, 331 participated.

Accreditation of Employer Organizations

During the fiscal year 1973-74 the Board received four applications for accreditation of employer organizations in the construction industry. Thirty were carried over from the previous year. Of the 34 cases, 16 accreditations were issued to organizations to represent 717 construction firms employing 6,270 workers, two applications were dismissed and one was withdrawn. The remaining 15 cases were pending at the end of the year.

Strikes and Lockouts

In 1973-74, the Board received 22 applications for declaration that employees had engaged in unlawful strikes. There were four carried over from the previous year. Of the total 26 cases, four were granted, five were dismissed and 14 were withdrawn. Three cases were pending at the end of the year. A total of 102 employees have involved in the four cases in which strikes were declared illegal by the Board. The Board dealt with four applications for declaration of unlawful lockouts. Of these, three were dismissed and the other was pending at the close of the year.

Directions Respecting Unlawful Strikes or Lockouts

In 1973-74, the Board dealt with 25 applications, one of which was pending last year, seeking directions in respect to alleged unlawful strikes in the construction industry. Four directions were granted, one application was dismissed and 14 were withdrawn. Six applications were pending at the close of the year.

Also processed by the Board, were four applications seeking directions in respect of alleged lockouts, including one from the previous year. One direction was issued, two applications were withdrawn and one was pending at year end.

Consent to Prosecute

The Board received 91 applications for consent to prosecute in 1973-74. This total was 32 fewer than in 1972-73. Employers filed 44 of these cases against trade unions and employees for alleged unlawful strikes. Unions and employees submitted 47 cases and one against a union.

There were 20 cases carried over from last year, making a total of 111 prosecution cases processed by the Board in 1973-74. Of this total, 17 were granted, 12 were dismissed and 62 were withdrawn. The remaining 20 were pending at the end of the year.

The Board also had one application for consent to prosecute, filed under the Hospital Labour Disputes Arbitration Act, carried over from the previous year. This case was submitted by a union against an employer for an alleged illegal act. The case was granted during the year.

Of the 18 cases granted, 14 were against employers and the remaining 4 were against trade unions.

Complaints of Unfair Practices in Employment

In the fiscal year 1973-74, the Board received 221 complaints of unfair practices in employment, a decrease of 20 from the number for last year. Unions filed 149 of the complaints, of which 147 were against employers, one against another union and one against another union and an employer jointly. Employees submitted the remaining 72, of which 17 were against employers, 46 against unions and nine against unions and employers jointly.

The principal complaint directed at employers was alleged illegal discharge or discrimination against employees for union activity. Against unions the principal charge was alleged failure to represent employees fairly.

An additional 80 complaints were carried over from the previous fiscal year, making a total of 301 cases dealt with by the Board in 1973-74. Of the total, 233 were disposed of and the remaining 68 were pending at the end of the year.

Of the 233 complaints that were disposed of, 98 were settled in discussions with Board field officers, three were dismissed and one was withdrawn before an officer was appointed, 16 were dismissed by screening panels, one was dismissed and 28 withdrawn after they had been listed for hearing, and 86 went to hearings by the Board. Of the 86 that were heard, the Board granted relief in 19 cases, 56 were dismissed and 11 were withdrawn.

In the 19 cases in which violations were found, the Board ordered employers and a union to pay specific compensation to 10 employees amounting to a total of \$6,127.05. Payments to another 13 employees were to be agreed upon by the parties. In addition, the Board directed employers to reinstate 24 employees.

Trusteeship Reports

During the fiscal year, seven statements were filed with the Board by parent unions reporting that local unions had been placed under trusteeship, two more than in 1973-74. Since the trusteeship provisions of the Act came into force in 1960, a total of 72 trusteeship were reported as of March 31, 1974. Of this number, 50 were reported discontinued by parent unions, including five this year. At the end of the fiscal year, there were five trusteeships still in effect and the status of the remaining 17 was not known.

Jurisdictional Disputes

Fourteen complaints of jurisdictional disputes were dealt with by the Board during the fiscal year 1973-74. Five of the complaints contained requests for interim orders, cease and desist directions, and final directions; three included requests for interim orders and final directions; one sought a cease and desist direction and a final direction and five requested final directions only.

Of the 14 complaints, one was granted, two were withdrawn and the remaining 11 were pending at the close of the year. The Board issued one final direction in one complaint.

Miscellaneous Applications and Complaints

During the fiscal year 1973-74, three applications were filed under section 10 of the Act, requesting access to an employer's property. Two of these were granted while the other was dismissed.

Three applications were received under section 37(3) of the Act, seeking modification of the arbitration provisions in a collective agreement. One case was carried over from last year. Of the four, two were granted and two pending at the end of the year. Fourteen applications were filed during the year under section 39 of the Act, in which employees sought exemptions from the union security provisions of collective agreements because of their religious beliefs. Of the 14 cases, eight were granted, two were dismissed, one was withdrawn and three were pending at the close of the year.

Fifteen applications including one carried over from the previous year were processed in 1973-74 under section 44(3) of the Act, seeking early termination of collective agreements. Consent to early termination was granted in all 15 cases.

One complaint was processed by the Board under section 76 of the Act concerning the failure of a trade union to furnish members with copies of its current financial statement. The complaint was withdrawn.

In 1973-74, the Board received 41 applications under section 95(2) of the Act in which decisions were sought on whether persons were employees under the Act. There were 12 cases carried over from the previous year. Of the total 53, decisions were issued clarifying the matter in 17 cases, 3 cases were dismissed and 15 were withdrawn. The remaining 18 were pending at the end of the year.

In 1973-74, eighteen cases were referred to the Board by the Minister of Labour, under section 96 of the Act, for decisions on questions arising from conciliation applications or requests for the appointment of arbitrators. Two other cases were carried over from the previous year. Of the total 20 cases, 17 were disposed of, and the remaining were pending on March 31, 1974.

TABLE 1
SUMMARY OF APPLICATIONS AND COMPLAINTS DEALT WITH BY ONTARIO
LABOUR RELATIONS BOARD, FISCAL YEAR 1973-74

Type of Case	Caseload		Cases Disposed Of					Cases pending March 31, 1974
	Total	Carried over from Fiscal Year 1972-73	Fiscal Year 1973-74	Total	Granted	Dismissed	With-drawn	
Total, all types	2,269	371	1,898	1,887	1,055	429	403	382
Certification of bargaining agents	1,491	173	1,318	1,291	867	278	146	200
Declaration of termination of bargaining rights	75	8	67	60	30	27	3	15
Declaration of successor trade union or employer ...	73	31 ¹	42	57	44	9	4	16
Accreditation of employer organization.....	34	30	4	19	16	2	1	15
Declaration of unlawful strike or lock-out.....	30	5	25	26	4	8	14	4
Direction respecting unlawful strike or lock-out....	29	2	27	22	5	1	16	7
Consent to prosecute	112	21	91	92	18	12	62	20
Complaint of unfair practice in employment.....	301	80 ¹	221	233	19	77	137	68
Right of access.....	3	-	3	3	2	-	1	-
Modification of arbitration provision in collective agreement.....	4	1	3	2	2	-	-	2
Exemption from union security provision in collective agreement.....	14	-	14	11	8	2	1	3
Early termination of collective agreement	15	1	14	15	15	-	-	-
Trade union financial statement	1	-	1	1	-	-	1	-
Complaint respecting jurisdictional disputes	14	5 ¹	9	3	1	-	2	11
Question of whether person is employee	53	12	41	35	17	3	15	18
Reference of question in conciliation application or request for appointment of arbitration	20	2	18	17	7	10	-	3

1. Revised

TABLE 2
APPLICATIONS AND COMPLAINTS RECEIVED AND DISPOSED OF BY ONTARIO
LABOUR RELATIONS BOARD, FISCAL YEARS 1969-70 TO 1973-74

Type of Case	Number Received, Fiscal Year					Number Disposed Of, Fiscal Year						
	Total	1969-70	1970-71	1971-72	1972-73	1973-74	Total	1969-70	1970-71	1971-72	1972-73	1973-74
Total, All types	8,516	1,621	1,533	1,598	1,766	1,898	8,361	1,587	1,684	1,498	1,705	1,887
Certification of bargaining agents	5,439	1,046	1,015	949	1,111	1,318	5,366	999	1,068	915	1,093	1,291
Declaration of termination of bargaining rights	360	89	75	73	56	67	353	83	82	70	58	60
Declaration of success trade union or employer	188	30	30	26	60	42	200	52	32	25	34	57
Accreditation of employer organization	52	-	-	25	23	4	37	-	-	4	14	19
Declaration of unlawful strike or lockout	232	63	77	35	32	25	230	59	80	36	29	26
Direction respecting unlawful strike or lockout	60	-	1	10	22	27	53	-	-	10	21	22
Consent to prosecute	720	146	177	173	133	91	717	141	180	172	132	92
Complaints of unfair practice in employment	972	173	145	192	241	221	935	176	153	149	224	233
Miscellaneous	493	74	113	115	88	103	470	77	89	117	100	87

TABLE 3

RESULTS OF INVESTIGATIONS CONDUCTED BY EXAMINER AND FIELD OFFICERS IN CASES
PROCESSED BY ONTARIO LABOUR RELATIONS BOARD, FISCAL YEAR 1973-74

Type of Case	Total number of cases assigned for investigation	Number in which reports submitted	Number in which agreement or settlement obtained	Number with- drawn before investigation began	Number dismissed (withdrawal during inves- tigation denied)	Number of cases pending inves- tigation at March 31, 1974
Total, all types.....	668	308	235	16	47	62
Certification of bargaining agents.....	309	103	120	8	46	32
Termination of bargaining rights.....	4	-	4	-	-	-
Accreditation.....	10	-	8	-	-	2
Status of successor employer.....	6	-	3	-	-	3
Status of person as employee.....	45	13	6	8	1	17
Complaint of unfair practice in employment	294	192	94	-	-	8

TABLE 4
RESULTS OF REPRESENTATION ELECTIONS CONDUCTED BY ONTARIO
LABOUR RELATIONS BOARD, FISCAL YEAR 1973-74

Type of Election	Elections Conducted			Employees Eligible to Vote		Votes Cast by Eligible Employees						
	Total Elections	Number Won	Number Lost	Total Eligible	In Elections		Total Votes Cast	In Elections		Total Votes for Unions	In Elections	
					Won	Lost		Won	Lost		Won	Lost
Total, all elections	283	159	124	20,390	11,624	8,766	17,238	9,484	7,754	9,294	6,940	2,354
Certification elections	251	148	103	17,560	10,835	6,727	15,041	8,782	6,259	8,608	6,444	2,164
Pre-Hearing cases	100	53	47	9,938	5,017	4,921	8,740	4,142	4,598	4,608	3,037	1,571
One-Union elections	82	37	45	6,549	3,218	3,331	5,722	2,706	3,016	2,957	1,863	1,094
Two-Union elections	17	15	2	3,357	1,767	1,590	2,992	1,410	1,582	1,636	1,159	477
Two-Union elections, with "No Union" choice	1	1	-	32	32	-	26	26	-	15	15	-
Regular cases	151	95	56	7,622	5,816	1,806	6,301	4,640	1,661	4,000	3,407	593
One-Union elections	140	85	55	7,042	5,243	1,799	5,797	4,143	1,654	3,592	3,001	591
Two-Union elections	10	9	1	578	571	7	502	495	7	406	404	2
Two-Union elections, with "No Union" choice	1	1	-	2	2	-	2	2	-	2	2	-
Successor employer elections	11	6	5	766	553	213	668	479	189	423	362	61
One-Union elections	8	5	3	636	502	134	559	435	124	371	332	39
Two-Union elections	3	1	2	130	51	79	109	44	65	52	30	22
Successor employer elections	1	1	-	94	94	-	86	86	-	44	44	-
Two-Union elections	1	1	-	94	94	-	86	86	-	44	44	-
Termination of bargaining rights elections	20	4	16	1,970	144	1,826	1,443	137	1,306	219	90	129

1. Includes all elections conducted during the Fiscal Year 1973-74 in which the ballots cast were counted. Where an initial election was set aside after the ballots cast had been counted and a rerun election was conducted, both the initial and the rerun election were included in the table.

TABLE 4A
RESULTS OF REPRESENTATION ELECTIONS CONDUCTED IN APPLICATIONS DISPOSED OF BY
ONTARIO LABOUR RELATIONS BOARD, FISCAL YEAR 1973-74

Type of Election	Elections Conducted			Employees Eligible to Vote			Votes Cast by Eligible Employees					
	Total Elections	Number Won	Number Lost	Total Eligible	In Elections		Total Votes Cast	In Elections		Total Votes for Unions	In Elections	
					Won	Lost		Won	Lost		Won	Lost
Total, all elections	280	159	121	19,550	11,237	8,313	16,551	9,156	7,395	8,920	6,734	2,186
Certification elections	251	151	100	17,195	10,921	6,274	14,777	8,877	5,900	8,528	6,532	1,996
Pre-hearing cases	109	64	45	10,226	5,587	4,639	9,050	4,649	4,401	4,869	3,388	1,481
One-Union elections	83	40	43	6,642	3,593	3,049	5,881	3,061	2,820	3,077	2,073	1,004
Two-Union elections	25	23	2	3,552	1,962	1,590	3,145	1,562	1,581	1,777	1,500	477
Two-Union elections, with "No Union" choice	1	1	-	32	32	-	26	26	-	15	15	-
Regular cases	142	87	55	6,969	5,334	1,635	5,727	4,228	1,499	3,659	3,144	515
One-Union elections	133	79	54	6,408	4,780	1,628	5,238	3,746	1,492	3,265	2,752	513
Two-Union elections	9	8	1	561	554	7	489	482	7	394	392	2
Successor employer elections	9	4	5	385	172	213	331	142	189	173	112	61
One-Union elections	6	3	3	255	121	134	222	98	124	121	82	39
Two-Union elections	3	1	2	130	51	79	109	44	65	52	30	22
Termination of bargaining rights elections	20	4	16	1,970	144	1,826	1,443	137	1,306	219	90	129

Union	Number of Cases Received	Number of Cases Disposed Of				Union (Cont'd)	Number of Cases Received	Number of Cases Disposed Of			
		Total	Certified	Dismissed	Withdrawn			Total	Certified	Dismissed	Withdrawn
All Unions	1,318	1,291	867	278	146						
CLC Affiliates	1,067	1,059	706	227	126	CLC Affiliates (Cont'd)					
Auto Workers	25	28	18	8	2	Plumbers	23	21	14	3	4
Bakery Workers	5	5	5	2	-	Potters	1	1	-	-	1
Boilermakers	2	2	2	-	-	Printing Pressmen	10	9	2	3	4
Boot and Shoe Workers	2	4	2	2	-	Public Employees	110	109	79	18	12
Brewery Workers	9	10	6	4	-	Retail Clerks	28	26	20	4	2
Brick and Clay Workers	1	-	-	1	-	Retail Wholesale Employees	20	16	14	1	1
Bricklayers	8	14	12	2	-	Rubber Workers	6	9	5	3	1
CLC Directly Chartered Local Unions	10	7	3	3	1	Service Employees International Union	59	55	46	6	3
Canadian Retail Employees	2	2	1	-	1	Sheet Metal Workers	13	13	6	7	-
Carpenters	131	123	74	33	16	Shoe Workers, United	62	55	37	12	-
Cement Workers	6	4	3	-	1	Steelworkers	1	1	1	-	-
Chemical Workers	10	10	6	2	2	Structural Iron Workers	39	38	28	4	6
Clothing Workers Amalgamated	8	6	5	1	-	Textile Workers Union	4	4	1	2	1
Communication Workers	2	1	1	-	-	Textile Workers, United	1	2	2	-	-
Distillery Workers	1	-	-	-	-	Tobacco Workers	1	-	-	-	-
Electrical Workers (IBEW)	31	36	26	7	3	Transit Union	2	2	1	1	-
Electrical Workers (IUE)	1	2	2	-	-	Typographical Union	6	4	3	1	-
Electrical Workers (IUE)	15	15	11	3	1	Woodworkers	17	18	12	5	1
Food Workers	29	29	21	3	5	Non-CLC Affiliates	251	232	161	51	20
Garment Workers, Ladies	2	2	2	-	-	Christian Labour Association	41	38	33	5	-
Glass and Ceramic Workers	4	3	2	1	-	Christian Trade Unions	7	6	4	1	1
Graphic Arts	12	9	8	1	-	Civil Service Association of Ontario	26	15	12	1	2
Hotel Employees	17	17	10	5	2	GMU Directly Chartered Local Unions	2	1	-	1	-
Jewelry Workers	3	2	1	2	32	General Employees, Canadian Guards Association	5	5	3	2	-
Labourers	182	182	108	42	1	National Council of Canadian Labour	1	1	1	-	-
Lathers	1	1	-	1	-	Nurses Associations	4	4	4	1	-
Laundry Workers	2	2	2	-	-	Operating Engineers, Canadian	21	22	21	1	-
Machinists	15	16	10	6	-	Plant Guard Workers	13	12	9	1	2
Moulders	7	7	5	2	-	Single Company Independent Unions	7	7	3	3	1
Newspaper Guild	2	7	6	1	-	Teamsters	32	26	15	7	4
Office Employees	20	20	10	5	5	Textile and Chemical Union	91	94	55	29	-
Oil Workers	7	8	4	4	-		1	1	1	-	-
Operating Engineers, International	63	63	46	6	11						
Painters	13	13	6	6	1						
Paper Workers	9	9	7	2	-						
Plasterers	12	15	12	2	1						

TABLE 6
CERTIFICATION APPLICATIONS RECEIVED AND DISPOSED OF BY ONTARIO
LABOUR RELATIONS BOARD, BY INDUSTRY, FISCAL YEAR 1975-1974

Industry	Number of Cases Received	Number of Cases Disposed Of				Industry (Cont'd)	Number of Cases Received	Number of Cases Disposed Of			
		Total	Granted	Dismissed	Withdrawn			Total	Granted	Dismissed	Withdrawn
All Industries	1,518	1,291	867	278	146	Non-Manufacturing	1,054	1,012	688	205	121
Manufacturing	264	279	179	75	25	Agriculture	-	-	-	-	-
Food and Beverages	29	35	25	9	1	Forestry	15	14	9	-	-
Tobacco Products	1	-	-	-	-	Mines, Quarries and Oil Wells ...	467	459	310	1	4
Rubber	7	8	4	3	1	Construction	47	37	16	98	61
Leather	7	8	6	1	1	Transportation	-	4	3	14	7
Textile	6	8	3	4	1	Storage	4	-	-	-	1
Knitting Mills	3	3	3	-	-	Communication	-	-	-	-	-
Clothing	7	7	5	2	-	Electric Power, Gas and Water ...	19	22	15	4	3
Wood	15	19	16	2	1	Wholesale Trade	95	91	60	22	9
Furniture and Fixtures	8	7	1	4	2	Retail Trade	70	68	50	13	5
Paper and Allied Industries	13	16	11	3	2	Finance	2	2	1	1	-
Printing and Publishing	25	23	16	5	2	Insurance and Real Estate	18	21	10	11	3
Primary Metals	7	7	7	-	-	Education and Related Services ...	40	25	14	8	7
Fabricated Metals	38	43	27	11	5	Health and Welfare Services	150	119	95	17	-
Machinery	17	15	9	4	2	Religious Organizations	-	-	-	-	-
Transportation Equipment ...	21	20	12	7	1	Motion Picture and Recreational Services	6	6	2	1	3
Electrical Products	17	17	10	7	-	Services to Business	25	19	9	4	6
Non-Metallic Mineral Prod....	21	21	14	3	4	Personal Services	27	28	21	4	3
Petroleum and Coal Prod.....	2	1	1	-	-	Miscellaneous Services	28	26	18	2	6
Chemicals and Chemical Prod.	12	11	3	6	2	Local Administration	65	61	55	3	3
Miscellaneous Manufacturing.	8	10	6	4	-						

TABLE 7
SIZE OF BARGAINING UNITS IN CERTIFICATION APPLICATIONS GRANTED BY
ONTARIO LABOUR RELATIONS BOARD, FISCAL YEAR 1973-74

Size of unit (number of employees)	Number of cases certified			Number of employees involved		
	Total	Construction	Non-Construction	Total	Construction	Non-Construction
Total, all sizes	867	310	557	26,565	1,946	24,619
2 - 9 employees	439	257	182	1,987	1,038	949
10 - 19 employees	161	42	119	2,278	565	1,713
20 - 39 employees	109	8	101	3,012	195	2,817
40 - 99 employees	94	3	91	5,886	148	5,738
100 - 199 employees	43	-	43	5,902	-	5,902
200 - 499 employees	17	-	17	5,128	-	5,128
500 employees or more	4	-	4	2,372	-	2,372

TABLE 8

TIME TAKEN FROM FILING TO DISPOSITION TO PROCESS CERTIFICATION APPLICATIONS GRANTED FISCAL YEAR 1973-74

1973-74									
Time Taken in Calendar Days	Total Certified			Non-Construction			Construction		
	Number	Per Cent	Cumulative Per Cent	Number	Per Cent	Cumulative Per Cent	Number	Per Cent	Cumulative Per Cent
Total	867	100.0	-	557	100.0	-	310	100.0	-
Under 8	2	0.2	0.2	-	-	-	2	0.6	0.6
8 - 14	183	21.1	21.3	1	0.2	0.2	182	58.7	59.3
15 - 21	106	12.2	33.5	76	13.6	13.8	30	9.7	69.0
22 - 28	147	17.0	50.5	128	23.0	36.8	19	6.1	75.1
29 - 35	62	7.2	57.7	56	10.0	46.8	6	1.9	77.0
36 - 42	68	7.8	65.5	56	10.0	56.8	12	3.9	80.9
43 - 49	45	5.2	70.7	36	6.5	63.3	9	2.9	83.8
50 - 56	29	3.3	74.0	26	4.7	68.0	3	1.0	84.8
57 - 63	39	4.5	78.5	35	6.3	74.3	4	1.3	86.1
64 - 70	18	2.1	80.6	16	2.9	77.2	2	0.6	86.7
71 - 77	17	2.0	82.6	14	2.5	79.7	3	1.0	87.7
78 - 84	18	2.1	84.7	15	2.7	82.4	3	1.0	88.7
85 - 91	11	1.3	86.0	8	1.4	83.8	3	1.0	89.7
92 - 98	12	1.4	87.4	10	1.8	85.6	2	0.6	90.3
99 - 105	9	1.0	88.4	7	1.3	86.9	2	0.6	90.9
106 - 126	21	2.4	90.8	20	3.6	90.5	1	0.3	91.2
127 - 147	16	1.8	92.6	9	1.6	92.1	7	2.3	93.5
148 - 168	15	1.7	94.3	11	2.0	94.1	4	1.3	94.8
169 and over	49	5.7	100.0	33	5.9	100.0	16	5.2	100.0

Conciliation and Mediation Services

Director

V. E. Scott

Conciliation and Mediation Services Branch provides an effective service to assist labour and management to arrive at a settlement of disputes and reduce work stoppages in this province.

The Branch, operating under the authority of The Labour Relations Act, is organized into two sections composed of conciliation officers and mediators. A conciliation officer enters a dispute after management and labour have been unable to reach an agreement on a new contract and works with the parties until an agreement is reached or it appears the parties are unable to reach agreement. A mediator generally performs the same service after the conciliation process has been completed.

Either labour or management - or both - can apply for Conciliation Services. In the matter of a dispute which they cannot resolve themselves, they file an application with the Minister of Labour. If both parties have filed it together, it is termed a joint application. The Deputy Minister acknowledges its receipt and asks the other party if it has any objections to the request for services. Five days must pass before conciliation services are granted and the parties are so notified.

Ontario's labour relations legislation requires the parties in a dispute to use Government conciliation services before they resort to a strike or lockout. After the conciliation officer has been appointed, he thoroughly investigates the case and conducts meetings and discussions with each party to attempt to help them arrive at an agreement acceptable to both.

The various stages in the conciliation procedure are as follows:

- (a) A Conciliation Officer is appointed after meetings at the labour-management level have broken down and application to the Ministry has been made.
- (b) The officer arranges one or more meetings with the two parties
- (c) If these fail, the Minister of Labour may appoint a Board on the recommendation of the Officer or decide that "No Board" shall be appointed. In the latter case, 14 days must elapse after the decision of the Minister has been released before a legal strike can be called.
- (d) The Company and the Union have five days to agree on the appointment of a Board Chairperson. If they cannot agree, a Chairperson is appointed by the Minister. Each party selects a representative to act on its behalf on the Board.

- (e) If the Board fails to reach a settlement, it issues a report to the Minister, sometimes making recommendations. Seven days after the release of the report by the Minister, the parties are free to stage a strike or lockout, if agreement is not reached.
- (f) In a few cases, compulsory arbitration may be the final stage. This happens in disputes involving hospitals. In this event, the arbitration Board issues a report making decisions which are final and binding, and the parties must comply with them.

The successful operation of the system is predicated on the assumption that the parties themselves will work at the job of resolving their own differences. This means, in the final analysis, that both have to be willing to compromise their positions in order to move to a meeting of minds. It is quite fallacious to suggest that a mediator "settles" a dispute or that the government "settles" a dispute. Only the parties themselves can settle a dispute. The mediator - whether a conciliation officer or a conciliation board - plays a facilitating role. In a free collective bargaining system, a mediator cannot dictate what the settlement will be. A mediator can only strive to help the parties recognize the realities of their respective positions and make the inevitable compromise.

The Branch handles a volume of about 2,790 disputes in conciliation in a year. During the fiscal year 1973-74, 2,527 collective agreement disputes were in conciliation. Of these, 839 were settled by conciliation officers.

Conciliation boards are no longer appointed as a matter of course when the parties have failed to settle at the officer stage. It is Ministerial policy to set them up to deal with disputes involving public services, pattern-setting industries and contentious first agreement situations. Otherwise, the policy is to establish them only where the Ministry believes they may be useful to the parties. This has reduced delays in the process.

In some cases when the formal procedures were exhausted and strike action was either imminent or had taken place, the Branch, either by invitation from one or both of the parties or under the direction of the Minister in the public interest, re-entered the case.

In 1973-74, there were approximately 378 disputes in which post-conciliation or mediation assistance was given. Of these disputes, 309 resulted in agreement between the parties, of which 117 were settled after a work stoppage.

The complement of the branch is - a director, an assistant director, 7 mediators, 10 conciliation officers and nine clerical and secretarial staff.

Applications for conciliation services dealt with
under The Labour Relations Act

	Disputes		Employees	
	<u>1973-74 (p)</u>	<u>1972-73</u>	<u>1973-74 (p)</u>	<u>1972-73</u>
<u>OFFICER STAGE</u>				
<u>In Process during Fiscal Year</u>				
Total	<u>2,789</u>	<u>1,939</u>	<u>322,351</u>	<u>282,993</u>
In Process at Beginning of Fiscal Year	263	268	28,811	40,778
Referred to Officers during Fiscal Year	2,526	1,671	293,540	242,215
<u>Disposed of during Fiscal Year</u>				
Total	<u>2,479</u>	<u>1,676</u>	<u>277,880</u>	<u>254,182</u>
Settled by Officer				
Construction	247	84	7,947	8,319
Non-construction	592	683	45,691	59,208
Referred to Conciliation Boards	0	10	0	3,575
No Boards				
Construction	657	114	37,694	12,510
Non-construction	966	773	186,027	170,003
Lapsed				
Construction	2	1	43	5
Non-construction	15	11	478	562
<u>In Process at End of Fiscal Year</u>	<u>310</u>	<u>263</u>	<u>44,471</u>	<u>28,811</u>

CONCILIATION BOARD STAGE

There were no conciliation boards in existence during the fiscal year 1973-74. During 1972-73, 10 disputes involving 3,575 employees were referred to one conciliation board and a "No Settlement" report was issued.

In addition to the above, conciliation officers dealt with 11 police agreement disputes which came under the Ontario Police Act. Since these disputes were not covered by the Ontario Labour Relations Act, they were not included in this table.

(p) Preliminary

Voluntary mediation provided by the Conciliation and
Mediation Services, April 1, 1973 to March 31, 1974(p)

	<u>Disputes</u>	<u>Employees</u>
Total Mediation In Process during Fiscal Year	<u>381</u>	<u>87,056</u>
Carried over from previous months	33	4,819
Assigned during fiscal year	348	82,237
1. <u>Disposed of</u>	<u>336</u>	<u>73,101</u>
A. Mediation began during post-conciliation bargaining	<u>273</u>	<u>60,440</u>
(1) settled without a work stoppage		
- at mediation	192	43,631
- following mediation assistance	3	630
(2) settled after a work stoppage		
- at mediation	67	15,624
- following mediation assistance	11	555
B. Mediation began after work stoppage	<u>52</u>	<u>11,907</u>
- settled at mediation	50	11,492
- settled following mediation assistance	2	415
C. Mediation disputes lapsed	<u>11</u>	<u>754</u>
2. <u>Pending, March 31, 1974</u>	<u>45</u>	<u>13,955</u>
A. Mediation began during post-conciliation bargaining	<u>42</u>	<u>13,935</u>
- no work stoppage	33	3,343
- work stoppage	9	10,592
B. Mediation began after work stoppage	<u>3</u>	<u>20</u>

In addition to the above, three disputes involving 388 employees went to mediation without first going through the conciliation process and were settled by mediators.

(p) Preliminary

Ontario Labour-Management Arbitration Commission
Chairman
His Honour Judge Walter Little

The Ontario Labour-Management Arbitration Commission is concerned with the recruiting, training and maintenance of a panel of approved arbitrators and arbitration board chairpersons. The board also, if required, will assist arbitrators by providing administrative services, arranging meeting dates and facilities. It prepares, publishes and distributes information respecting awards. In addition, it is authorized to sponsor research in the arbitration process.

The branch administers The Ontario Labour-Management Arbitration Commission Act and The Hospital Labour Disputes Arbitration Act as amended by The Hospital Labour Disputes Arbitration Amendment Act, 1972.

Since creating the criteria for approval of arbitrators in 1970, the Commission has approved 48 persons as arbitrators, of whom 44 are active. The Commission has given a form of "tentative" approval to 17 applicants who, because of lack of experience as arbitrators, have not yet achieved mutual acceptability to both labour and management. Three of the tentatively approved are women.

Under The Hospital Labour Disputes Arbitration Act, as amended, the Commission has the following responsibilities: (a) when the Minister is required to make an appointment he may appoint an arbitrator from those persons on the Commission's list of approved arbitrators; (b) Chairpersons of boards of arbitration in hospital disputes are required to notify the Registrar of the Commission of the time and place for the first and any subsequent hearings of the boards of arbitration and the Registrar, in turn, is required to notify the nominees of the parties and the parties of the time and place of such hearings; (c) where a board of arbitration fails to render a decision within a reasonable time, the Registrar is required to notify the Minister in order that he may issue any necessary orders to ensure that the decision of the board will be made without delay.

During the fiscal year 819 awards in rights arbitrations were filed and in the same period the Commission supplied 236 panels of chairpersons or sole arbitrators to parties in both rights and interest arbitrations. From these panels the parties chose 89 chairpersons or sole arbitrators. Where the parties failed to choose arbitrators from the panels, the Minister appointed 135 chairpersons or sole arbitrators and the Registrar, at the request of the parties, chose 2. In the case of 10 panels, the matters in dispute were settled before a choice was made. In addition, the Minister appointed 5 nominees of parties at the request of the opposite parties.

The Commission publishes a Monthly Bulletin, giving information to those concerned with labour and management relations regarding the awards filed and all other matters of interest. The current circulation of the Commission's Monthly Bulletin is 4,054.

The Commission held its fourth annual Seminar on Friday and Saturday, February 8th and 9th, 1974 for all persons who were approved as arbitrators and those having "tentative" approval. Because the program on February 8th was of interest to persons serving as nominees on boards of arbitration, a representative group was invited to attend. The Seminar again proved very successful and the Commission intends to hold another one early in 1975.

The Commission has a permanent chairperson, three members representing employees and three representing employers. It is administered by a counsel and registrar and a staff of two persons.

Executive Director
D. J. Morgan

Following government reorganization in 1972, the Administration Division assumed responsibility for all branches of the Ministry providing support programs for the operating branches. These branches are Finance, Personnel, Administrative Operations, Systems and EDP and Information Services.

Finance Branch
Director
G. A. Webster

The Finance Branch provides a complete financial service for the Ministry. Duties and responsibilities include the compilation, submission and control of revenue and expenditure budgets, preparation of the payroll, processing of accounts for payment and submission of claims under cost-sharing agreements.

The Branch's activities are undertaken by the following sections:

Accounts Section: Provides accounting service for the entire Ministry, including payment of all accounts; preparation of payroll; development, installation and supervision of new financial systems and accountable warrant fund.

Budget Section: Compiles estimates; controls and reports on expenditures; prepares monthly financial reports and statements.

Revenue Section: Maintains and services accounts receivable system; receives and analyzes cash receipts.

The following figures indicate the extent of the year's financial activities:

	<u>General Expenditure</u>	<u>General Revenue</u>
Ministry Administration	\$ 3,610,253.27	\$ 1,336,387.85
Occupational Safety	3,231,150.88	1,024,642.29
Industrial Relations	2,254,091.57	3,377.94
Human Rights Commission	880,624.16	692.25
Employment Services	1,946,935.15	153,049.54
<hr/>		
Total Ministry of Labour	\$11,923,055.03	\$ 2,518,149.87

Personnel Branch
Director
N. E. Mayne

The Personnel Branch had a complement of 14 during 1973-74 consisting of 7 professional and 7 secretarial/clerical support staff allocated as follows: Branch Administration - one professional and six secretarial/clerical; Recruitment - two professional and one secretarial/clerical; Classification - two professional and typing support from Branch Administration; Staff Development - two professional and typing support from Branch Administration and Employee Counselling - one part-time professional and typing support from Branch Administration.

Classification Summary 1973-74

The classification section provides consultative service to Management on organizational planning and development and is responsible for the proper compensation of all positions in the Ministry. During the fiscal year 1973-74 the following were our major areas of involvement:

Legal Branch: All of the positions in this branch were transferred to the Ministry of the Attorney General in line with the recommendations of the C. O. G. P.

Ontario Labour Relations Board: A review of the clerical operations was completed by Management Board during the year. Some revisions to the organizational structure and the composition of positions will be required as a result of this review.

Labour Safety Council: A review of the technical positions in the branch was carried out.

Research Branch: A review of the organizational structure has been completed with major changes being made in the clerical and professional areas.

Systems and E.D.P.: Most of the technical positions were transferred to the Ministry of Government Services in line with the recommendations of the C. O. G. P.

Employment Standards: A new organizational chart was prepared reflecting major changes in the administration of the field services and interpretation sections.

Construction Safety: A major re-organization of the branch was completed to provide for the takeover of the enforcement of the legislation by the province.

District Offices: Changes resulting from C. O. G. P. recommendations resulted in the transfer of some positions in the transfer of some positions in the District offices to their appropriate Ministries.

Industrial Safety: A significant change in the structure of this organization was completed entailing the preparation of new charts and supporting specifications.

Women's Program Division: A new division was established in the Ministry consisting of Women's Bureau and Women Crown Employee Office, reporting to the Executive Coordinator, Women's Programs.

Women's Bureau: Although the reporting relationship of the Branch changed during the year, it did not require a review of the organizational structure or positions.

Women Crown Employee Office: This new branch was established requiring new organizational data and supporting position specifications.

Classification Section Statistics 1973-74

Total C.S. 150's	49
Total C.S. 6150's	42
Total New and/or revised organizational charts	4
Total Consultative Interviews	75 - 100 annually

Staff Development Summary 1973-74

The Staff Development Section is responsible for the training and development activities of the Ministry involving in-house, Civil Service and external resources. These activities for 1973-74 were concentrated in the following areas:

In-House

This section continued to conduct established programs in the areas of telephone communication and effective speaking. The telephone communication program involved approximately 40 secretarial and clerical personnel at various levels. The effective speaking program involved approximately 55 field and professional staff with particular emphasis on the major geographical areas outside of Metropolitan Toronto; i.e. London, Ottawa, and Northern Ontario.

This section also developed and stabilized two new in-house programs; (a) a one-day employee orientation program utilizing personnel branch staff (b) a one-half-day typewriter maintenance and operation workshop utilizing senior secretarial staff from operating branches. During this time period, the orientation program involved approximately 64 employees and the typewriter workshop approximately 36 employees. This section also set-up and co-ordinated an in-house speed-reading course which was conducted by Shaw Colleges for Ministerial Management and professional staff.

In addition, this section provided input into conferences and seminars run by operating branches such as Employment Standards, Information Services and Human Rights.

Civil Service

During this period, the Ministry utilized the Civil Service training courses to meet a wide range of special needs of individual employees. Ministry employees attended such courses as Management Development I and II, Computer Applications, Consulting Techniques, Management by Objectives, Records Management, Forms Design and Instructional Techniques.

The Ministry continued to support the Civil Service French Language program with B staff members enrolled in the immersion courses and two enrolled in the evening courses.

External

As in previous years, Ministry staff attended a wide range of seminars and conferences sponsored by management consulting firms, professional associations and Universities such as York, Waterloo, and the University of Toronto. This type of training covered such topics as advanced management techniques, personnel administration, safety, human relations and consulting techniques. The Ministry continued to provide varying degrees of tuition assistance to employees attending evening and extension courses at Universities and Community Colleges. Approximately 25 per cent of these employees were attending courses in subjects that were specifically work related such as supervision and administration while the other 75 per cent were involved in general academic upgrading; i.e. degrees in Arts & Science, various accounting designations, certificates in business administration.

This section was also involved in a number of charity and public relations programs in association with the Cancer Society, Red Cross, Heart Society and other such organizations.

Staff Development Program Statistics

	<u>Number of Programs</u>	<u>Number of Staff Participating</u>
Internal Ministry Programs	25	172
Outside Seminars	49	92
Tuition Assistance	35	35
Civil Service Courses	19	22
French Language Immersion Courses	1	7
French Language Evening Courses	1	2
Charity and Special Interest Programs	3	217
New Programs Developed	4	---
Courses Audited	8	8
Vocational Counselling	--	33
Planning Assistance Provided	3	64

Employee Counselling Summary 1973-74

The Employee Counselling program continued to offer assistance to staff in the Ministry on an individual basis for a variety of personal and work-related problems. There was a decline in the number of problems dealt with due for the most part to the fact that minor work problems were being solved by the supervisory staff and personal problems requiring special consideration were brought to the counsellor. There seemed to be a greater number of emotional problems, some of which were sufficiently serious to require specialist treatment. In some cases problems of this nature required very serious counselling which in some instances is still continuing. Because of this program, the supervisory staff is much more aware of problems of employees and conversely the employees seem to be more aware of the administrative problems, leading to better communication between the two groups.

The Pre-Retirement Program has been well received by those who will be retiring within the next five years. It appears that those who attend are generally well pleased and appreciative of the efforts put forth by the Ministry. In addition, requests are forthcoming from other ministries and other jurisdictions for assistance in setting up their own programs.

Visits were made to district offices, and other than minor problems, the district offices seem to be well organized and well run.

The counselling of employees concerning their superannuation, other pensions, early retirement disability benefits and assistance in settlement of death claims of employees became more important than formerly and the Branch has been able to expedite settlement.

In addition, the Counsellor organized and co-ordinated the United Appeal in the Ministry.

Program Statistics and Details

1. General Counselling Sessions - 22

In the majority of these cases sessions were held with the individual, involving such subjects as family, health, financial and other personal problems. In general, this phase of the program has been quite successful.

2. Exit Interviews - 100

In each case an attempt was made to determine the validity of the reasons given for separation by the employee and Management. The findings were used to make recommendations for improving working conditions and Management practices.

There were many reasons for leaving, which are listed below with a number to whom these reasons apply:

- 5 - retirement due to age
- 4 - deceased
- 7 - retired on disability (3 died during this period)
- 2 - transferred to other ministries
- 8 - maternity
- 8 - home responsibilities (children etc.)
- 8 - health problems
- 14 - re-location
- 11 - better position prospects
- 5 - to improve education
- 4 - transportation problems
- 3 - entering own business
- 1 - marriage
- 2 - living conditions
- 2 - relationship with co-workers
- 5 - terminations - unsuitable for position
- 2 - probationary
- 9 - salary

3. Disability Cases - 7
Disability cases were not many but did encompass health situations which required more than the normal amount of consideration to ensure that the employees were given all the help available. Heart and respiratory problems, nerves and cancer were the main causes of disability.
4. Death Cases - 4
Two of the deaths in the Ministry were caused by heart conditions; two resulted from accidents. In addition, two superannuates died from heart conditions. Where possible, the Counsellor tried to meet the family before the funeral and offer the services of the Branch. Every effort was made to assist the survivor(s) settle the estate with a minimum of expense.
5. District Office Visits - 3
These visits served a useful purpose in bringing to the offices up-to-date information about the many Branches situated in the Head Office. In some cases, specific cases were dealt with, but the greatest value appeared to be in improved public relations.
6. Pension Cases - 5
Those who reached the age of retirement were given assistance with claims for Provincial Pension and benefits, Old Age Security and Canada Pension. Pensioners were also advised about housing, finance and social attitudes.
7. Alcoholism - 3
This did not appear to be a great problem in the Ministry. All employees involved remained on the job and seemed to have the situation under control.

Recruitment Summary

The anticipated legislation governing Construction Safety in this Province was approved in this period. A three-phased recruiting program was begun immediately to accommodate the formal training schedule prepared by the Branch Director. Eighty Construction Safety Officers were acquired by the end of the fiscal year.

The policy regarding the University Complement Waiver program underwent revision which resulted in the transfer of responsibility for the utilization of vacant complement positions of the Ministry. Use has been made of this scheme under the title Ministerial Complement Waiver to supplement the Employment Standards Branch Trainee program and to provide on-the-job training situations in specific areas.

The introduction of Directive 214A (The Principles and Standards governing and the Methods of Effecting Promotion, Demotion, Transfer, Lay-off and Reappointment in the Ontario Public Service) last year, with the subsequent amendment, has increased the workload of the recruiting section. The number of competitions required in the clerical series has increased. Also a marked increase in the number of inter-Ministry transfers was noted in the latter half of 1973-74.

During this period the recruiting staff continued to experience problems satisfying Branch requests for clerical staff. Typists, stenographers and occasionally junior clerical positions have been extremely difficult to fill.

To facilitate recruitment of clerical staff in District Offices, the function was delegated to Office Managers. This had the effect of reducing the time and cost involved in such clerical competitions. Experience to date has been most satisfactory.

Program Statistics

number of competitions run	182
number of applications handled	3,623
number of interviews held	907
number of persons hired	226
number of persons hired under Ministerial Waiver	6
number of advertisements placed externally	69
number of regular summer student applications received	1,000
number of regular summer students hired	60
number of applications handled for Youth Secretariat programs	1,370
number of students hired for Youth Secretariat programs	90

Administrative Operations BranchDirectorT. F. Carter

Under the general direction of the Executive Director, Administration, the Director of the Administrative Operations Branch is responsible for providing the following support services: purchasing, inventory control, supply and warehousing, reproduction and copying, mail distribution, accommodation, transportation services, communications and records management.

The Branch also administers 10 District Offices for the support of Ministry programs in the Province. District Offices are located in: Hamilton, London, Ottawa, Thunder Bay, Sault Ste. Marie, Kenora, Sudbury, Kingston, Kitchener and Windsor.

During the fiscal year 1973-74 the Branch employed the following personnel: one assistant director, one purchasing officer, one records management officer, one supervisor of stores and reproduction, nine District Office managers, and 59 clerical, stenographic and technical staff.

The Committee on Government Productivity reorganization brought about a movement of branches from Ministry to Ministry and physical relocation of many of these branches. Number 400 University Avenue now houses segments of four other ministries besides the Ministry of Labour, which took over the supply of many support services needed by these ministries.

In the field offices, the Committee on Government Productivity reorganization resulted in the transfer of three Safety and Technical branches to the Ministry of Consumer and Commercial Relations and one branch (Manpower Training) to the Ministry of Colleges and Universities. By agreement with these Ministries, we continue to support some of their employees in our District Offices.

Systems and EDP Branch
Director
W. H. Lehman

The Systems and EDP group within the Ministry of Labour is in its eighth year of operation. Because of organizational changes that have taken place during the past two years, the present client groups served by this Branch are situated in three Ministries as follows:

Colleges and Universities

- Manpower Training Branch (2 Systems, additional one planned for 1974)

Consumer and Commercial Relations

- Boilers and Pressure Vessels Branch (2 systems)
- Elevating Devices Branch
- Operating Engineers Branch
- Energy Branch (2 systems)
- Finance

Labour

- Industrial Safety Branch
- Ontario Human Rights Commission
- Research Branch (12-15 projects underway continually)
- Financial Branch
- Employment Standards Branch (project to begin May/June 74)
- Employment Adjustment Branch (funds withdrawn for 74/75, planned for 75/76)

The type of service provided to these client groups consists of Feasibility Studies, Systems Design, Programming, Implementation, Data Capture Service, Computer Processing, Edit and Quality Control functions.

As a result of formation of the Management and Information Systems Division of the Ministry of Government Service and guidelines recently issued by Management Board, the method of providing these services has changed to some extent. For example, Data Capture, Edit and Quality Control functions continue to be carried out by personnel on the staff of the Ministry of Labour. Computer services are contracted from the Computer Services Division and Systems and Programming Services are contracted from the Systems Development Division or from private consultants if they are unable to provide this service. All client groups outside this Ministry are assessed on a charge-back basis and all client groups within the Ministry have budget

allocations which clearly define the expenditure of support, amount of resources and the costs, through Budget Estimates and Multi-Year Forecasts.

This group now consists of 12 Management Services Officers, clerical typist on contract from the Information Services Division Ministry of Government Services and 22 Ministry of Labour staff covering Data Capture, Edit, Quality Control, Job Submission and Administration. Total expenditures can be divided in three major areas. These are:

35 per cent Systems and Programming

30 per cent Computer Processing Services

35 per cent Data Capture, Quality Control, Supervision and Administrative costs.

Budget trends breaking out Computer costs as a separate item are as follows:

	<u>Branch Budget</u>	<u>Computer Costs</u>
1972-73	\$ 569,000	\$ 182,000
1973-74	637,000	212,000
1974-75	672,500	198,000

(under revision)

The workload continues to expand because of greater demands from the current client group and new work which is planned. Some economies have been affected in processing costs through the use of software packages, although the volume has increased. Also, the addition of a terminal in the fall of 1973 has increased test and development capability by approximately 250 per cent allowing greater Programmer/Analyst utilization to the extent of 25-30 per cent. Operational activity can be summed up in general terms as follows:

<u>1973/74</u>	
Input	1,650,000 (cards punched and verified only--some may be run several times)
Jobs Submitted	5,360 (2500 via terminal)
Output (printed lines)	29,000,000 (4.3M via terminal)

It should be noted that the terminal was only in operation for approximately six months of 1973/74.

There are over 170 different types of reports generated on a weekly, bi-monthly, monthly, quarterly and annual basis from this activity.

The prime of objectives of the Systems and EDP group are:

- (a) Meet client needs in the feasibility study, design and implementation of systems or procedures which will enable them to administer their programs effectively and efficiently.
- (b) Provide an ongoing operational service in maintenance and delivery of output for committed operational systems.
- (c) Project Management and resource control for projects approved by appropriate levels of Management.
- (d) Maintain acceptable standards and documentation.

Information Services Branch
Director
J. W. Preiner

The Information Services Branch is responsible for communicating various aspects of labour legislation and programs to Ontario citizens, the news media and other areas of government. The Branch also assists other branches with their publicity requirements through the assignment of information officers to the individual branches in order to assess branch communication needs and carry out communication plans. The Branch sponsored a 3-day seminar at the Government Training Centre, Kempenfeldt Bay in September for Branch Directors and officers and Information Officers. The seminar brought together Ministry officials and communication experts to discuss methods of communicating government programs to the public.

During 1973-74, Branch activities included province-wide displays and exhibitions, advertising campaigns, audio-visual services, seminars, meetings and conferences, and handling telephone and written requests for information from the media, the general public, unions and management.

Editorial Program

The Branch prepared and issued a number of pamphlets and booklets on behalf of various branches. These included:

- a) two pamphlets introducing the new Construction Safety Act;
- b) an update of the Women's Bureau Career Selector;
- c) a revision of Safety in Ontario for the Labour Safety Council;
- d) writing and production began on a series of brochures for the Women's Bureau and
- e) two bulletins for the Employment Standards Branch. The first, announcing the new minimum wage was mailed to more than 265,000 Ontario employers. The second, outlining a number of other standards, was distributed through the Ministry and Canada Manpower Centres.

Publication of the Ministry's quarterly magazine 'Task' was temporarily suspended in anticipation of editorial policy changes.

Audio-Visuals

In conjunction with commercial production houses, the Branch produced a 12-minute film introducing and describing the new Construction Safety Act and a slide-tape presentation on the Employment Standards Branch.

Displays and Exhibitions

The Branch assisted in the planning and arrangements for a number of meetings and seminars conducted by the Ministry. The major events were:

- a) the Minister's Safety Conferences, one-day conferences held in Sault Ste. Marie, Ottawa and London;
- b) a meeting held by the Construction Industry Review Panel in Waterloo to introduce its pilot forecasting project in the Kitchener-Waterloo Georgian Bay area;
- c) a two-day branch meeting held by the Industrial Safety Branch in Malton and
- d) a number of labour-management seminars to explain the provisions of the new Construction Safety Act and a two-week training seminar for new Construction Safety Officers.

In addition, general displays informing the public of Ministry activities were featured at the Central Canada Exhibition, Ottawa; the Canadian Lakehead Exposition, Thunder Bay; the Western Fair, London; and the Canadian Education Showplace, Toronto.

Summer Program

An officer of the branch acted as program manager for SPIEL (the student project providing information on employment rights for the labour force). Thirty-six students from various sections of the province were hired to operate the program. Working in teams of three and four, mobile units fanned out from their base municipalities to cover an area of about 100 miles radius to establish temporary communication centres in shopping centres, at exhibitions and in other places where people gather.

The Information Branch assisted by providing a display and general leaflet for the students, selected the basic localities where the students would go, set up a two-week training program and conducted an advertising campaign announcing the arrival of the students in various localities.

Advertising

Construction Safety: Advertising in dailies, weeklies and ethnic newspapers (July and August) and in trade magazines (September) announced the new Construction Safety Act.

Employment Standards: Radio and daily, weekly and ethnic newspaper advertising to announce the new minimum wage in January.

Hospital Inquiry Commission: Announcement in daily, weekly and ethnic newspapers to request presentations to the Commission (March).

Human Rights: A transit campaign for the branch community service program in Toronto (July to November), London, Windsor and Ottawa (October and November) plus limited newspaper advertising in August: radio advertising for four weeks (July and August) at border points to inform tourists of protection under The Human Rights Code: radio campaign (January to March) repeated commercials announcing changes in The Code adding sex, marital status and age provisions.

Information: Radio announcements one week prior to regional exhibitions and the Canadian Educational Showplace (Thunder Bay, June; Ottawa, August; London, September; Toronto, October).

SPIEL: Newspaper advertising to announce the arrival of student teams in cities and towns in Ontario during June, July and August.

Women's Bureau: Advertising in newspapers and on radio to announce the Career Counselling Service in London (April), Windsor and Hamilton (November).

Chairman

(Position vacant)

Director, Human Rights BranchRobert W. McPhee

The Ontario Human Rights Commission is charged with administering the Ontario Human Rights Code. Both came into existence in 1962. The Code consolidated all anti-discrimination, human rights legislation passed by the Ontario Legislature since 1944 and was thereafter amended in 1965, 1967, 1969, 1972. It puts forward the principle that every person is free and equal in dignity and rights without regard to race, creed, colour, sex, marital status, nationality, ancestry, place of origin or age (40 to 65). The Code drew inspiration from, and upholds, the United Nations Universal Declaration of Human Rights.

Discrimination on the enumerated grounds is prohibited in specified areas of social activity: employment, housing, access to facilities and services available to the public, and related advertising.

The Code gives the Commission a mandate to investigate complaints in contravention of and enforce the Code, to develop and conduct educational and research programs to eliminate discriminatory practices, and to promote understanding and acceptance of and compliance with the Code. Hence the Commission carries out its mandate through a four-point program:

- 1) conciliation and enforcement
- 2) public education
- 3) community problem-solving
- 4) research

The Commission consists of a Chairman and four members. The former Chairman resigned at the end of 1973; a replacement was not appointed by the end of the fiscal year. The permanent administrative staff is the Human Rights Branch headed by a Director with a staff of human rights officers. In the 1973-74 fiscal year two new staff positions were added, Community Problem-Solving Supervisor and Education and Research Specialist. There are 30 professional and 12 clerical staff, plus 4 casual professional, one casual clerical and one ministerial waiver professional, for a total of 48. Beside the Toronto office and the storefront office, there are eight district offices in Hamilton, London, Kitchener, Windsor, Ottawa, Sudbury, Thunder Bay.

The Commission offices in Hamilton, London, Kitchener and Windsor were formed into the Southwestern Ontario region and a regional supervisor was appointed with his office in London. The Hamilton office now has a permanent officer, the first incumbent was on a contractual basis.

For statistical purposes a new classification system was instituted at the end of the fiscal year for the tabulation of complaints, with the intention of producing a more accurate picture of the complaint-handling work actually performed. The totals of the complaints for the fiscal years '71-'72, '72-'73 and '73-'74 were recalculated and are included with totals for other Commission functions in the following table:

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>	<u>Increase or decrease rate from '72-'73 to '73-'74</u>
Complaints	1191	1717	2254	30 per cent
Community Consultation and Problem-Solving	651	703	683	-2.9 per cent *
Public Education Activities	116	380	518	36 per cent
Inquiries and Referrals	7713	8807	9446	7 per cent

*decrease due to withdrawal of Women's Bureau from Commission and heavy workload in complaint-handling

Conciliation and Enforcement

All complaints of discrimination in violation of the letter or the spirit of the Code are handled by confidential investigation and conciliation. Complaints are taken which violate the spirit of the Code even when the grounds of discrimination (race, etc.) are involved but the social area is not one of the four listed (employment, etc.). The Commission also acts as an "ombudsman" and "court of last resort" for numerous individuals with a wide variety of problems not related to the grounds of discrimination and which may be within the four social areas or others.

Human rights officers investigate complaints and then use conciliation techniques with all parties to bring about a resolution in compliance with the Code. A total of 2254 complaints were handled in the fiscal year. This brings the total number of complaints handled since the Commission's inception to 5225.

In the fiscal year employment accounted for 69 per cent of complaints, housing for 12 per cent public services and facilities 5.8 per cent, public notices 1.4 per cent and other social areas 11.8 per cent.

When a complaint cannot be resolved because of a lack of co-operation or for other reasons, the Commission may recommend to the Minister of Labour that the sanctions provided by the Code be invoked: a public Board of Inquiry and pursuant procedures, notably prosecution. In the fiscal year two Boards of Inquiry were appointed, one in housing and one in employment. One case was settled after the hearing and one was dismissed.

Public Education

The Commission communicates a knowledge of the Code as an expression of public consensus to the old majority and the minorities. Public education programs are developed to eradicate attitudes of prejudice concerning races, nationalities, religions, women and workers over 40, because it is prejudice which engenders acts of discrimination. Racial, ethnic, sex and age stereotypes and the phenomenon of stereotyping, are analyzed through seminars, workshops, conferences, speeches, broadcasts, exhibits, advertising and distribution of publications and periodicals. Community bodies involved are organizations of women, professions, management and labour, service clubs, churches, schools and ethnic associations.

In the fiscal year 1973-74 the Commission distributed 145,727 pieces of literature in seven languages, in addition to the regular mailings of the Commission periodicals. There were 3913 requests for literature. Commission staff gave speeches and were involved in seminars and conferences on a total of 251 occasions. They participated in 32 broadcasts and media interviews, in 178 educational meetings and consultations and 57 educational projects and displays. Conferences attended included the Canadian Association of Statutory Human Rights Agencies (CASHRA) in Halifax, the CASHRA and Secretary of State Conference on the United Nations Decade to Combat Racism and Racial Discrimination, the First Inter-American Seminar on Human Relations (held in Puerto Rico), the Association of Professional Placement Agencies and Consultants, the United Council of Christians and Jews conference on police-community relations and that organization's conference on labour-management relations, the United Nations Association, the National Conference on the Education of Immigrant Students, the Regional Council of the Ontario Education Communication Authority.

Some public education activities may be cited by way of examples. A translation of the Human Rights Code in Italian was published. This was done because of the large Italian-speaking population in Ontario and their involvement in business life. The policy was adopted to produce other translations if the need is felt.

An educational effort of a unique type was a dinner held in Chatham which highlighted the principle that human rights legislation rests on public support and is generated in the first place by public demand. The commemorative awards dinner was given by the Commission in honour of 16 founders of a Black organization whose efforts initiated a movement which led to the Fair Accommodation Practices Act of 1954, later incorporated in the Code.

The bias evaluation procedure for school textbooks in history and civics instituted the previous year was transferred to the Ministry of Education. The Commission will act as consultant in the choice of evaluators as required.

Special educational programs assist native Indian people in northern and southwestern Ontario in their adjustment to new environments and educate their receiving communities.

Community Problem-Solving

Community problem-solving occurs where racial and ethnic tensions and conflicts appear in industry, neighbourhoods and schools, arising from Ontario's diverse population composition. The objective is to lower the level of tension, which might result in disorders and violence, through remedial action programs designed to promote racial and ethnic understanding.

Programs are conducted to acquaint majority and minority groups with their rights and responsibilities to achieve intergroup harmony. The Commission works with police and educational authorities, religious, labour, industry and welfare organizations, in their relationships with minority groups. There were 94 on-going community problem-solving projects and 589 community consultations in the fiscal year.

The Commission provides services to recent immigrants in problems related to the Ministry of Labour's programs and to government at all levels through its downtown Toronto storefront office, Services For Working People. Direct assistance and referral functions are facilitated by the presence of multilingual counsellors. In the calendar year 1973 the storefront office handled 8,313 cases, conducted 7,850 personal interviews, 10,235 telephone interviews and general calls and handled 1400 pieces of correspondence. The largest number of problems dealt with employment standards matters, followed by problems with the Workmen's Compensation Board and the Unemployment Insurance Commission. In all, 24 different categories of problems were dealt with, for seven major language or racial groups plus over 100 other such groups. Languages used are Portuguese, English, Italian, Spanish, Greek and Chinese. More than \$78,000 was received by clients as a result of action by the storefront office.

Some additional community problem-solving examples will be illustrative. A major on-going project arises from relations between Toronto police and immigrant communities. Work is done with the groups themselves and with the police through the Police Complaint Bureau, the Police College, in-service training courses and seminars arranged by the police community relations officers. Through these channels, Commission officers explain the role of the police in the Canadian way of life. In the way of concrete results, complainants now come to the Commission upon recommendation of a police officer.

Interqroup tensions at a racially mixed public school in southwestern Ontario led the principal to request the Windsor officer's assistance. The latter met with parents and with teachers and held a series of sensitivity seminars for the teachers. Devices used were role-playing, with teachers playing pupils and the principle, and simulation exercises on the phenomenon of polarization. The teachers learned for themselves how to handle the situation and learned about their personal biases. Some used these devices with their pupils. Race relations have markedly improved. The teachers brought parents together and the latter formed plans to work for better race relations in the community.

The friction situation in Kenora between native Indians and the majority population, leading to the occupation of the federal government building, polarized the racially mixed population of the two high schools and racial insults were constantly exchanged. A concerned citizen asked the Commission's Kenora officer to investigate. The latter's approach to the school board led to the Director of Education sending a memo to all principals expressing the board's concern and policy that prejudiced remarks would not be tolerated. The Commission officer began an on-going program of racial awareness by speaking to the teachers during a professional development day and to grade 11 and 12 students.

The Canadian Red Cross Society was counselled by Commission officers at its request on ways of reaching ethnic communities with its programs while avoiding offending their cultural norms and values.

Research

Research projects are designed to provide new information on local situations or province-wide problems and changing social attitudes, as background for Commission action in its total program. A current research project, commissioned from the York University Sociology Department, is entitled "Racial attitudes and discrimination as perceived by Blacks and non-Black residents in Metropolitan Toronto".

Women's Programs Division
Executive Coordinator
Ethel M. McLellan

The Women's Programs Division is responsible on a province-wide basis for coordinating existing and proposed policies and programs designed to improve the status of women throughout the province.

The Office of the Executive Coordinator, Women's Programs provides direction to the Women's Bureau and the Women Crown Employees Office.

The Executive Coordinator is the senior official in the government with the mandate to promote equal opportunity for women in the public and private sector. The Executive Coordinator is a member of both the Ontario Status of Women Council and the Ontario Civil Service Commission. Appointment to these two bodies ensures that provincial government programs for women and the initiatives of the government as an employer are linked together and that access to the government service and the private sector in matters affecting women are coordinated.

Women's Bureau
Director
Miss E. M. Neville

Since its inception in 1963, as a research and information centre, the Bureau's prime responsibility has been to foster the fuller utilization of Ontario's female labour force. Since the removal of job-related discrimination is fundamental to this objective, the promotion of equal employment opportunity for women continues as a priority program of the Bureau following its transfer, late in 1973, from the Human Rights Commission into the newly formed Women's Programs Division of the Ministry. In this setting, the Bureau's program activity will be directed toward the development of an affirmative action framework for equal opportunity programs in employment within the private sector as well as those areas of the public sector not covered by the Women Crown Employees program.

While the Bureau relinquished, midway through the year, its responsibility for administering the sex provisions of the Human Rights Code, it has continued, pending further legislative amendments, to administer the pregnancy leave provisions of the Employment Standards Act. In addition, it continues to carry out--within the private sector of the province--its original mandate in the areas of research, public education, promotion of career information and education, and counselling, in addition to its advisory role to both government and industry concerning employment legislation and programs affecting women.

Legislation

1. Sex/Marital Status Discrimination

During the first three months of the fiscal year, and prior to the Bureau's transfer from the Commission, more than 600 employment-related enquiries were handled. As in the previous year, the majority of these enquiries involved recruitment policies, however, there was a noticeable increase in enquiries involving fringe benefits. In addition to the investigation of complaints, technical assistance to facilitate compliance with the Code continued to be given strong emphasis in the enforcement program.

2. Pregnancy Leave

In 1973 the Bureau developed a new explanatory pamphlet for employers and employees which fully described the requirements of the legislation. This pamphlet was widely distributed and has greatly improved public understanding of the legislation and accordingly reduced the level of inquiries concerning pregnancy leave. During the year a study has been made and consultations with employers' groups have been held to determine the need for and the feasibility of extending and broadening the pregnancy leave standards to provide for a longer and more flexible leave to all female employees in Ontario.

Career Information and Education

The Career Information and Education program is a prevention-oriented service designed to encourage girls and women to improve and diversify their educational and training objectives consistent with their changing occupational outlook. Particular emphasis is placed on stimulating long-range career planning among high school girls.

During the past year, an accelerated amount of consultative work was done with educational personnel, particularly within the guidance sector, in an effort to channel up-dated and non-stereotyped career planning concepts through the educators to the student population. This activity involved seminars and speaking engagements and the development of a vocational awareness resource kit for guidance counsellors. Additionally, a new package of career information for female students was added to the Bureau's vocational literature which is distributed to schools and, on request, to individuals. A research study was undertaken to determine the effectiveness of the Bureau's career information series, called the Career Selector, with publication of the findings planned for late 1974.

Counselling: Women's Bureau Career Centre

The Career Centre has offered direct pre-employment counselling to mature women wishing to return to the labour force after an absence of some years. Staffed by two professional counsellors, the centre operated on a permanent basis in the Toronto office and on a rotational basis in the regional offices at Windsor, Hamilton and London. Beyond this direct service, the counsellors responded to requests from an increasing number of agencies engaged in group guidance, including one project for sole-support mothers and another for women with special employment adjustment problems.

Since the objective of the counselling program is to facilitate a network of pre-employment and employment counselling services on the local community level for women throughout the province, the program moved toward its final phase of restructuring from a direct to an indirect service. Accordingly, increasing program activity centered on providing a consultative service to local agencies, institutions or groups (public or private) attempting to develop their own occupational counselling services. Educational materials are being developed for both clients and prospective counsellors involved in these services. A new brochure called the "Job Search" was developed to meet the special job-hunting needs of this client group.

Research

The research program identifies and interprets trends related to the work-life of women as a basis for program and legislative decisions and also to provide a resource base to other interested persons or groups. Research undertakings include both primary and secondary studies. During the year the service provided specialized information to both the general public and to governmental agencies. For example, background studies were made available for the newly appointed Ontario Status of Women Council, as well as three Board of Education Status of Women committees in Metro Toronto. Additionally, input was provided to educational

centres offering courses in Women's Studies. Internally, the Bureau's Resource Centre and bibliography were greatly expanded.

Advisory Services

By way of promoting the concept of affirmative action toward the achievement of equal opportunity in employment, the Bureau served on a number of ongoing advisory committees established by private employers or public institutions. For example, in addition to the background studies made available to the Board of Education committees studying the status of women within their respective systems, considerable input was provided by the Bureau by way of staff participation in a consultative role.

Women Crown Employees Office
Director
Katherine Eastham

During the 1973-74 fiscal year plans were made for the establishment of the Women Crown Employees Office. As of April 1, 1974 it will undertake implementation of specific recommendations with respect to women employed by the Province of Ontario as outlined in the green paper Equal Opportunity for Women in Ontario presented in June 1973.

The Women Crown Employees Office will be responsible for stimulating and facilitating career opportunities for women Crown employees and monitoring equal opportunity for women in the employment policies and practices of the civil service, public service and Crown agencies.

DirectorJ. R. Kinley

The Research Branch does analytical work necessary to the development and evaluation of labour policy and legislation and supplies information pertaining to labour in Ontario. The Branch is concerned with the research needs of both the government and the public on matters related to the Ministry's legislation and programs. Important among these are wages, working conditions, safety, employment problems of particular groups, labour shortages and surpluses, job satisfaction and many aspects of labour organization and collective bargaining.

Analytical Work

During the 1973-74 fiscal year the analytical work of the Branch was reorganized under 12 broad subject areas with at least one research officer concentrating in each. The arrangement is intended to increase contact between the research staff and operating officers of the Ministry, provide a basis for better informed and more staff involvement in planning and give those who do the research work an opportunity to participate in the use of it. To date the reorganization seems to have had the hoped for results, particularly with respect to extending contacts and planning.

The subject areas, which are redefined as seems appropriate, are intended to cover the scope of the Ministry's activities. They are as follows:

- Working Time
- Employment Adjustment
- Wage Analysis and Government Intervention in Wages
- Working Conditions and Forms of Employment Relationships
- Employment Experience and Trends
- Worker Protection
- Information on Current Bargaining Issues
- Evaluation of Labour Relations Legislation and Administration
- Collective Bargaining Developments
- Collective Agreements Analysis
- Economic Consequences of Wage Determination Decisions
- Labour Market Imbalances (Manpower Information)

Work was in progress on all of these areas during the fiscal year and some of the major projects worked on are mentioned in the following paragraphs.

The continuing review of the Employment Standards Act and related legislation generated most of the work done on wages, hours and other conditions of employment. A review of exemptions from the legislation was undertaken in close co-operation with the Employment Standards Branch. The work attempted to evaluate

the impact of removing or revising specific exemptions and involved extensive contact with the groups that might be affected. Closely allied to this review were two detailed studies that in one case attempted to determine the employment status and work arrangements of taxi-drivers and in the other began investigation of substantially the same matters with respect to farm workers.

Important initiatives were taken to describe the characteristics of low-paid workers. Through two major surveys, information will be made available for the first time on the age, marital status, occupation, duration of employment in last job, weeks worked per year, number of dependants, employment status of spouse and other characteristics of low-paid workers. This information is essential to improving employment standards and income support programs.

Other work related to wages and working conditions included investigation of employee attitudes toward the compressed work week, the extent and location of part-time employment, the relationship of minimum wages to income supports, the impact of the \$1.80 minimum wage and student differential on selected industries and the preparation of many papers for the consideration of the Resources Policy Field.

Serious doubts have arisen about the effectiveness of some aspects of the termination of employment legislation. Accordingly, the Branch began an in-depth evaluation of the termination requirements established by the Employment Standards Act and possible alternatives to them.

Work on safety concentrated on construction. Analyses were undertaken of worker and injury characteristics pertaining to construction accidents occurring during 1972-73 and of trends in, and causes of, fatalities in the industry during the past 10 years. The information to be generated is needed in the management of the Construction Safety Branch programs.

Several major projects involved worker organization and collective bargaining. Important among these were attempts to measure the effects of arbitration on the results of hospital collective bargaining and to explore factors influencing workers' efforts to secure effective bargaining rights. Three studies relating to the latter topic have to do with certification procedures, achievement of first agreements and the impact of unfair labour practice legislation on organization.

A major study on wage trends in the organized construction industry was completed; it was prepared to assist the Construction Industry Review Panel in assessing the labour relations problems in Ontario construction. In addition, analytical studies of maternity leave and severance pay were prepared for publication.

At the beginning of the year, the Branch was granted complement to begin work on supplying manpower information for the province. Persons involved in this activity spent half of the year in assisting the review of income security in Ontario. However, during the latter months of 1973-74, work

relating to manpower information got under way. A forecast of labour supply in the Ontario construction industry was prepared and work began on the development of an information system for monitoring labour surpluses and shortages in the province. As well, extensive background information work was done for agencies concerned about the possible development of labour shortages for major capital expenditures in the province. Related to this was work done on employment trends and the work experiences and opportunities of secondary school students.

Some of the research reports published during the year are as follows:

Industry--Sponsored Training Program in Ontario,
August 1968 - July 1969

Union-Nonunion Wage Differentials: A Cross-
Sectional Analysis

The Long-Run Impact of the Thirty Cent Revision
in Ontario's Minimum Wage on Five Industries

Employment Trends in Ontario 1961-1972

Employee Use of Advance Notice of Termination
for Job Search

Selected Characteristics of Compressed Work
Schedules in Ontario

Labour Market Experience of Persons Who Re-
ceived Advance Notice of Employment Termination

Wage Trends in the Ontario Construction Industry

Information and Statistical Activities

The Branch is a major supplier of labour information. Approximately one-third of its 50 staff members is employed full-time in collecting and making available information on trends and developments pertaining to labour. Important in these activities are the services of a general labour library and a substantially complete collection of Ontario collective agreements.

The Research Library contains more than 35,000 books, periodicals, research studies and news releases. During the year, the Library acquired more than 7,400 monographs and processed nearly 16,200 serial publications. Approximately 900 items were circulated monthly in the Ministry and about 100 to users outside the Ministry. During the year, 2,200 inquiries for information were processed, evenly divided between ministerial staff and the public, and approximately 12,000 items were borrowed.

In response to a high level of use, the Library Selection Service, an information index on new books and periodical articles, was expanded during the year. It resulted in 2,500 direct requests for articles and 1,400 for books. In addition, several special bibliographies were prepared on such varied topics as agricultural labour, plant closures and lay-offs and the textile industry in Canada.

The Collective Agreements Library, which is open to the public, attempts to acquire all agreements negotiated in Ontario. At the end of 1973, there were 5,945 current agreements on file pertaining to industries other than construction and 270 pattern-setting construction agreements.

The Collective Agreements Library serviced a total of 2,106 borrowers. Of these, 1,658 were Ministry personnel and 448 were from outside the Ministry. Principal users were members of the unions, employers, Labour Relations Board and the Research Branch.

Extensive information from collective agreements is made available through computer access. Information available on all contracts held includes such data as union name, duration of agreement, size of bargaining unit and other basic identification data. In addition, the computer can access extensive information on the administrative and working conditions provisions of approximately 1,600 agreements. These agreements include all of those in Ontario covering 200 or more workers as well as agreements for all bargaining units in hospitals, health units, homes for the aged, utilities, municipal governments and educational institutions. Information from the collective agreements was made available through responses to individual questions and brief reports required by various government agencies. Provisions on wages and working conditions were also described and published in the following reports:

Negotiated Wages and Working Conditions in
Ontario Hospitals, 1973

Provisions in Ontario Municipal Agreements, 1973

Hours, Wages and Related Payments in the
Ontario Construction Industry, 1974

Ontario Collective Agreement Expirations, 1974

Other information services provided by the Branch

include a monthly report on collective bargaining settlements, a quarterly report on settlements and strikes, an annual review of collective bargaining in Ontario and an annual wage distribution survey. In addition, there is a high volume of information activity concerned with answering specific questions, preparing short reports and compiling statistical data for the public and officials of the Ministry.

Executive Director
D. F. Jones

During the fiscal year 1973-74, the Council continued to search for ways to improve Ontario's safety programs.

The Council's Safety Information Service, which responds to all inquiries however complex, added significantly to its library materials, answered questions from many sources in Ontario and from other provinces and countries and participated in several safety and technical exhibitions to publicize the many sources of safety materials in this province.

Dr. J. R. Brown of the University of Toronto (in his study of back injuries) has utilized a comprehensive questionnaire to obtain information on back injuries in Ontario industry and is planning on doing some additional laboratory work during the summer of 1974. Research into problems associated with Repetitive Hand Motions conducted by Dr. Raouf at the University of Windsor is almost completed and a report should be ready in a few months.

The committee which studied the safety in the operation of privately owned railways have submitted their recommendations. A comprehensive listing of safety legislation in Canada is being prepared and the publication "Safety in Ontario" has been revised and updated to better meet the needs expressed by its users.

Amongst other business before the Council were matters concerning:

The Construction Safety Act
The Industrial Safety Act and Regulations
(Incorporation of The Loggers' Safety Act)
Draft Ontario Building Code

Minister's Safety Conferences were held in Sault Ste. Marie, Ottawa and London to explore the effect on occupational safety resulting from changes in government organization. The proceedings will be published and distributed to all conference delegates as well as being available for study by the Council.



Ministry of
Labour

Ontario

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Annual Report 1974-1975

Government
Publications



**To Her Honour
The Lieutenant-Governor in Council**

May it please Your Honour:

The undersigned has the honour
to present the 56th Annual Report
of the Ministry of Labour
for the fiscal year ending March 31, 1975
All of which is respectfully submitted.

A handwritten signature in dark ink, reading "Bette Stephenson". The signature is written in a cursive style with a large, sweeping initial "B" and a trailing flourish at the end.

Hon. Bette Stephenson, M.D.
Minister

W.H. Dickie
Assistant Deputy Minister

The activities of the Industrial Relations Division are directed towards the promotion and maintenance of labour peace. Within the division, the Ontario Labour Relations Board, Conciliation and Mediation Services and the Labour-Management Arbitration Commission are concerned with labour-management relations, assistance in settling their disputes and arbitration of grievances.

T.E. Armstrong, Q.C.
Chairman

The Ontario Labour Relations Board administers a large part of The Labour Relations Act, including: certification of trade unions as collective bargaining agents for employees, termination of bargaining rights, declarations of unlawful strikes and lockouts, investigation and hearing of complaints of unfair practices, granting leave to prosecute for alleged violations of the Act, the settlement of jurisdictional disputes and accreditation of employers' organizations in the construction industry. In addition, the Board is empowered to issue declarations that strikes and lockouts are unlawful and to grant consent to the institution of prosecutions under The Hospital Labour Disputes Arbitration Act.

Composition

The Board is composed of a chairman, seven vice-chairmen (one, the alternate chairman), five employer representatives and five employee representatives, all appointed by the Lieutenant-Governor in Council. Under the Act, the Board may sit in two or more divisions, provided a quorum is present in each division. The chairman must designate one as the construction industry division to deal with certification and termination applications in the construction industry. This division has also been used in most jurisdictional dispute cases.

Location of Hearings

It is common for three and with increasing frequency four divisions to be sitting simultaneously, sometimes in different parts of the province. While most cases are heard in Toronto, complaints involving discrimination in employment or cases involving a substantial number of witnesses are generally heard at or near the municipality in which the employer is located. In addition, investigations by field officers into complaints of discrimination in employment, inquiries by examiners as directed by the Board and representation votes conducted by returning officers are normally held at or near the premises of the employer.

Board Reports

The Board publishes a monthly report available to the public. The report is printed in two separable sections. The first section contains the text of Board decisions including an index of summaries of the subject matter of the decisions. The second section lists the cases disposed of by the Board and describes the bargaining units found in certification cases. Also in this section are quarterly statistics of the Board's operation.

The 12 issues of the report published in fiscal year 1974-75 contained a total of 1,426 pages of which 890 reported the texts of 212 Board decisions. Together, the reports can form an annual law report for those who argue cases before the Board.

During the fiscal year ending March 31, 1975, 15,396 copies of the report were mailed to persons and organizations in Ontario. Another 396 were mailed to the other Provinces, the United States, and other countries.

Reorganization

The 1974-75 year saw the commencement of a multi-aspect reorganization by the Board. Certification application procedures were tightened so as to reduce the length of time a case took at the Board and by year's end, there had been a noticeable effect. Fifty-two per cent of the Board's cases were dealt with under 21 days or less, compared to 34 per cent in the 1973-74 year.

Procedures in section 79 complaint cases, unfair labour practice allegations, were reorganized so as to reduce the time spent on prehearing activities, while increasing the opportunities for settlement and the ability of the field staff to fully assist the parties in reaching such settlements.

The end of the year also found the Board's offices and hearing rooms in the middle of a complete restructuring. It is hoped that the modern and informal atmosphere of the new hearing rooms will be more conducive to a productive hearing.

The Board's field staff operation underwent a change which saw the old functions of the examiner and of the field officer merge into the new classification of "labour relations officer".

Summary of Operations

The Board employs a field staff to assist it in the administration of the Act and may appoint a labour relations officer to investigate complaints of unfair practices in employment.

In 1974-75, labour relations officers investigated 200 complaints of discrimination in employment, compared to 294 in 1973-74 (Table 3). The officers obtained settlements in 95 cases, and submitted reports in 87 cases in which they were unable to achieve settlements. There were two dismissed during investigation. The remaining 16 complaints were still under investigation when the year ended.

On a purely voluntary basis, the field staff is occasionally asked to conduct votes in connection with strikes, the ratification of collective agreements and the selection of union officers.

Labour relations officers were assigned 293 representation cases for formal investigation during 1974-75, compared to 374 in 1973-74. These included 242 certification cases, 5 for termination of bargaining rights, 8 for accreditation of construction employer organizations, 1 on the status of a successor employer and 37 on the status of individuals as employees.

In 138 cases the labour relations officers secured agreement from the parties on the issues under investigation and submitted reports in 91 cases in which they were unable to obtain settlement. Twelve cases were withdrawn before investigation was begun, and 17 were dismissed by the Board when the parties sought withdrawal during investigation or after a date had been set for the examiner to meet with the parties. The remaining 35 cases were still under investigation at the end of the year.

Returning officers conducted a total of 307 elections directed by the Board (Table 4). These included 276 held in certification cases, 23 in termination of bargaining rights cases and eight in cases involving the status of successor employers. There were 18,624 employees eligible to vote in the certification elections, and 16,006 or 86 per cent of them, cast their ballots. In the termination elections, 752 of the 806 eligible employees voted, and 531 of the 556 eligible employees voted in the successor status elections.

Case Load

Total cases received increased by 13 per cent from 1,898 in 1973-74 to 2,154 in 1974-75, continuing the upward trend in case intake since 1966-67, except for a pause in 1971-72. The number of cases disposed of by the Board increased by 13 per cent from 1,887 in 1973-74, to 2,135 in 1974-75. At the end of the fiscal year, there were 399 cases pending at various stages of processing, against 382 at the end of the previous year.

During the fiscal year the Board conducted 1,336 hearings and continuations of hearings, a decrease of 148 from 1973-74.

A breakdown of the cases received and disposed of by the Board in 1974-75 is provided in Table 1. A comparison of this year's case intake and disposition with those of the previous four years is presented in Table 2. The results of investigations conducted by the Board's labour relations officers are shown in Table 3. The results of representation elections conducted by the Board's returning officers are given in Table 4.

Certification of Bargaining Agents

In 1974-75, the Board received 1,323 certification applications, the highest in the Board's history. This compares with 1,318 in 1973-74. It was the eleventh successive year that the certification intake has been above the 900 mark.

Unions affiliated with the Canadian Labour Congress continued to file the bulk of certification applications received by the Board (Table 5), 77 per cent of the total intake. Of the 60 affiliates involved, the Labourer's Union made 200 applications, the Carpenters' Union 156, the Public Employees Union (CUPE) 91, and the International Union of Operating Engineers 66.

International and national unions not affiliated with the Canadian Labour Congress filed 307 certification applications in 1974-75, or 23 per cent of the total. The Teamsters had 84 of these applications, the Ontario Nurses Association 66, and the Civil Service Association of Ontario 42. Independent unions confined to a single plant or employer filed 49 applications.

Table 6 gives the industrial distribution of the certification applications filed with the Board in the fiscal year 1974-75. Non-manufacturing establishments accounted for 1,067 or 81 per cent of the total 1,323 received. Within this category, the construction industry led with 467 applications, health and welfare services followed with 204, and retail trade was third with 85.

Manufacturing industries contributed the remaining 256 applications, or 19 per cent of the total. In this category, metal fabricating plants led with 37 applications, and non-metallic mineral product plants ranked second with 29.

The Board also processed 200 applications carried over from the previous year, making a total certification case load of 1,523. Of this total, 1,320 were disposed of, 894 of which were granted, 275 dismissed, and 151 withdrawn. The remaining 203 cases were pending at March 31, 1975.

Of the 1,320 certification applications disposed of, final decisions on bargaining units in 275 cases were based on the results of representation elections (Table 4A). Of the 275 elections conducted, unions

won 155 and lost 120. There were 18,261 employees eligible to vote in the total 275 elections and 15,721, or 86 per cent, of them cast their ballots.

In the 155 elections that were won and resulted in certification, 8,433 or 82 per cent of the 10,313 employees who were eligible to vote, cast their ballots and of the 8,433 who cast ballots 6,286 or 75 per cent, favoured union representation. Of the 7,948 eligible voters in the 120 elections that were lost and resulted in dismissal, 7,288 or 92 per cent, voted and of those who voted, 2,693 or 37 per cent were in favour of unions.

The 894 cases in which certification was granted represented 68 per cent of the applications disposed of in 1974-75, compared with 67 per cent in 1973-74.

Small bargaining units continue to predominate in certified cases (Table 7). The average size of the units granted in the 894 cases certified in 1974-75 was 31 employees, the same as in 1973-74. About 82 per cent of these cases involved units of fewer than 40 employees, and 49 per cent applied to units of fewer than 10 employees. The total number of employees affected by the 894 applications in which certification was granted was 27,238. This was 673 employees more than the number covered by the 867 certifications of 1973-74.

Table 8 shows the time taken by the Board to process the 894 applications in which certification was granted. About 89 per cent of these cases took 84 days (three months) or less to process from filing to disposition, 81 per cent took 56 days (two months) or less, 62 per cent took 28 days (one month) or less, and 52 per cent required 21 days (three weeks) or less. Only four per cent, 32 cases, took longer than 168 days (six months). In contrast, 85 per cent of the cases that were certified in 1973-74, took 84 days (three months) or less to process from filing to disposition, 74 per cent took 56 days (two months) or less, 51 per cent took 28 days (one month) or less, 34 per cent required 21 days (three weeks) or less and six per cent (49 cases) needed more than 168 days (six months).

Termination of Bargaining Rights

During the fiscal year 1974-75, the Board received 58 applications seeking termination of the bargaining rights of trade unions, compared with 49 in 1973-74. In addition, there was a carry-over of 15 cases from last year. Of the 73 total, termination was granted in 24 cases, 29 cases were dismissed and six were withdrawn. Fourteen cases were pending at the close of the year.

In the 24 cases granted, unions lost the right to represent 588 employees. That right was retained in the 35 cases that were dismissed or withdrawn.

Of the 53 cases that were granted or dismissed, 21 were concluded on the results of representation elections (Table 4A). There were 806 employees eligible to vote in the 23 elections that were held, of whom 752 or 93 per cent cast their ballots.

Status of Successor Trade Union or Successor Employer

In 1974-75 the Board dealt with 49 applications for declaration concerning the status of successor trade unions, compared with 38 in 1973-74. Affirmative declarations were issued by the Board in 38 cases, two were dismissed, one was withdrawn, and eight were pending at the end of the year.

The Board also processed 29 applications for declaration concerning the status of successor

employers, compared with 35 in 1973-74. Affirmative declarations were issued in 14 cases; five cases were dismissed, four were withdrawn, and six were pending at the close of the year.

Representation elections were conducted in 10 of the successor employer cases that were disposed of (Table 4A). Of the 1,146 employees eligible to vote in the elections, 1,047 participated.

Accreditation of Employer Organizations

During the fiscal year 1974-75 the Board received nine applications for accreditation of employer organizations in the construction industry. Fifteen were carried over from the previous year. Of the 24 cases, 10 accreditations were issued to organizations to represent 1,425 construction firms employing 14,403 workers, and three applications were dismissed. The remaining 11 cases were pending at the end of the year.

Strikes and Lockouts

In 1974-75, the Board received 66 applications for declaration that employees had engaged in unlawful strikes. There were three carried over from the previous year. Of the total 69 cases, eight were granted, nine were dismissed and 41 were withdrawn. Eleven cases were pending at the end of the year. A total of 1,460 employees were involved in the eight cases in which strikes were declared illegal by the Board.

The Board also dealt with seven applications for declaration of unlawful lockouts. Of these, two were dismissed and the other five were withdrawn.

Directions Respecting Unlawful Strikes or Lockouts

In 1974-75, the Board dealt with 35 applications, six of which were pending last year, seeking directions in respect to alleged unlawful strikes in the construction industry. Three directions were granted, six applications were dismissed and 10 were withdrawn. Sixteen applications were pending at the close of the year.

Also processed by the Board, were two applications seeking directions in respect of alleged lockouts, including one from the previous year. One direction was issued and one was pending at year end.

Consent to Prosecute

In 1974-75 the Board received 147 applications for consent to prosecute, filed under the Ontario Labour Relations Act. This figure was 56 more than in 1973-74. Employers filed 81 of these cases against trade unions and employees for alleged unlawful strikes. Unions and employees submitted 62 cases against employers and four against other unions. There were 20 cases carried over from last year, making a total of 167 prosecution cases processed by the Board in 1974-75.

Of the total, nine were granted, 26 were dismissed and 85 were withdrawn. The remaining 47 were pending at the end of the year. Of the nine cases granted, seven were against employers and the remaining two were against trade unions.

The Board also had 14 applications for consent to prosecute, filed under the Hospital Labour Disputes Arbitration Act. Eight of these cases were submitted by unions against employers and six by employers against unions. Three cases were granted, three were dismissed, three were withdrawn and five were pending at the year's end. Of the three granted, two were against union, and one was against an employer.

Complaints of Unfair Practices in Employment

In the fiscal year 1974-75, the Board received 194 complaints of unfair practices in employment, a decrease of 27 from the number for last year. Unions filed 99 of the complaints, of which 95 were against employers, two against another union, and two against another union and an employer jointly. Employees submitted the remaining 95, of which 20 were against employers, 71 against unions and four against unions and employers jointly. The principal complaint directed at employers was alleged illegal discharge or discrimination against employees for union activity. Against unions the principal charge was alleged failure to represent employees fairly.

An additional 68 complaints were carried over from the previous fiscal year, making a total of 262 cases dealt with by the Board in 1974-75. Of the total, 207 were disposed of, and the remaining 55 were pending at the end of the year.

Of the 207 complaints that were disposed of, 104 were settled in discussions with labour relations officers, two were withdrawn before an officer was appointed, four were dismissed by screening panels, 11 were dismissed and seven withdrawn after they had been listed for hearing, and 79 went to hearings by the Board. Of the 79 that were heard, the Board granted relief in 12 cases, 63 were dismissed, and four were withdrawn.

In the 12 cases in which violations were found, the Board ordered employers and a union to pay specific compensation to three employees amounting to a total of \$831.40. Payments to another 10 employees were to be agreed upon by the parties. In addition, the Board directed employers to reinstate 10 employees.

Trusteeship Reports

During the fiscal year, six statements were filed with the Board by parent unions reporting that local unions had been placed under trusteeship, compared with five in 1973-74. Since the trusteeship provisions of the Act came into force in 1960, a total of 78 trusteeships were reported as of March 31, 1975. Of this number, 52 were reported discontinued by parent unions, including two this year. At the end of the fiscal year, there were six trusteeships still in effect, and the status of the remaining 20 was not known.

Jurisdictional Disputes

Twenty-three complaints of jurisdictional disputes were dealt with by the Board during the fiscal year 1974-75. Ten of the complaints contained requests for interim orders, cease and desist directions, and final directions; four included requests for interim orders and final directions; one sought a cease and desist direction and a final direction; and eight requested final directions only.

Of the 23 complaints, three were granted, two were dismissed, five were withdrawn, and the remaining 13 were pending at the close of the year. The Board issued final directions in three complaints.

Miscellaneous Applications and Complaints

During the fiscal year 1974-75, one application was filed under Section 10 of the Act, requesting access to an employer's property. It was granted.

One application was received under Section 37(3) of the Act, seeking modification of the arbitration provisions in a collective agreement. Two cases were carried over from last year. Of the three, two were dismissed and one was pending at the end of the year.

Eight applications were filed during the year under Section 39 of the Act, in which employees sought exemptions from the union security provisions of collective agreements because of their religious beliefs. There were two cases carried over. Of the 10 cases, five were granted, and five were dismissed.

One hundred and eighty-one applications were processed under Section 44(3) of the Act, seeking early termination of collective agreements. Consent to early termination was granted in 177 cases, leaving four pending at the end of the year.

Two complaints were processed under Section 76 of the Act concerning the failure of a trade union to furnish members with copies of its current financial statement. One complaint was granted and one was dismissed.

The Board received 30 applications under Section 95(2) of the Act, in which decisions were sought on whether persons were employees under the Act. There were 18 cases carried over from the previous year. Of the total 48, decisions were issued clarifying the matter in 27 cases, 10 cases were dismissed and nine were withdrawn. The remaining two were pending at the end of the year.

Ten cases were referred to the Board by the Minister of Labour under Section 96 of the Act for decisions on questions arising from conciliation applications or requests for the appointment of arbitrators. Three other cases were carried over from the previous year. Of the total 13 cases, 11 were disposed of, and the remaining two were pending on March 31, 1975.

Table 1
Summary of Applications and Complaints Dealt with by
Ontario Labour Relations Board, Fiscal Year 1974-75

Type of Case	Caseload			Cases Disposed Of				
	Total	Carried over from Fiscal Year 1973-74	Filed in Fiscal Year 1974-75	Total	Granted	Dismissed	Withdrawn	Cases Pending March 31, 1975
Total, all types	2,534	380	2,154	2,135	1,237	468	430	399
Certification of bargaining agents	1,523	200	1,323	1,320	894	275	151	203
Declaration of termination of bargaining rights	73	15	58	59	24	29	6	14
Declaration of successor trade union or employer	78	16	62	64	52	7	5	14
Accreditation of employer organization	24	15	9	13	10	3	—	11
Declaration of unlawful strike or lock-out	76	4	72	65	8	11	46	11
Direction respecting unlawful strike or lock-out	37	7	30	20	4	6	10	17
Consent to prosecute	181	20	161	129	12	29	88	52
Complaint of unfair practice in employment	262	68	194	207	12	85	110	55
Right of access	1	—	1	1	1	—	—	—
Modification of arbitration provision in collective agreement	3	2	1	2	—	2	—	1
Exemption from union security provision in collective agreement	10	2 ¹	8	10	5	5	—	—
Early termination of collective agreement	181	—	181	177	177	—	—	4
Trade union financial statement	1	—	1	1	1	—	—	—
Complaint respecting jurisdictional disputes	23	10 ¹	13	10	3	2	5	13
Question of whether person is employee	48	18	30	46	27	10	9	2
Reference of question in conciliation application or request for appointment of arbitrator	13	3	10	11	7	4	—	2

¹ Revised

Table 2
Application and Complaints Received and Disposed of
by Ontario Labour Relations Board, Fiscal Years 1970-71 to 1974-75

Type of Case	Number Received, Fiscal Year					Number Disposed of, Fiscal Year						
	Total	1970-71	1971-72	1972-73	1973-74	1974-75	Total	1970-71	1971-72	1972-73	1973-74	1974-75
Total, all types	9,049	1,633	1,598	1,766	1,898	2,154	8,910	1,684	1,498	1,705	1,887	2,135
Certification of bargaining agents	5,716	1,015	949	1,111	1,318	1,323	5,687	1,068	915	1,093	1,291	1,320
Declaration of termination of bargaining rights	329	75	73	56	67	58	329	82	70	58	60	59
Declaration of successor trade union or employer	220	30	26	60	42	62	212	32	25	34	57	64
Accreditation of employer organization	61	—	25	23	4	9	50	—	4	14	19	13
Declaration of unlawful strike or lockout	241	77	35	32	25	72	236	80	36	29	26	68
Direction respecting unlawful strike or lockout	90	1	10	22	27	30	73	—	10	21	22	20
Consent to prosecute	735	177	173	133	91	161	705	180	172	132	92	124
Complaints of unfair practice in employment	993	145	192	241	221	194	966	153	149	224	233	207
Miscellaneous	664	113	115	88	103	245	652	89	117	100	87	250

Table 3
Results of Investigations Conducted by Labour Relations Officers
in Cases Processed by Ontario Labour Relations Board, Fiscal Year 1974-75

Type of Case	Total number of cases assigned for investigation	Number in which reports submitted	Number in which agreement or settlement obtained	Number withdrawn before investigation began	Number dismissed (withdrawal during investigation denied)	Number of cases pending investigation March 31, 1975
Total, all types	493	178	233	12	19	5
Certification of bargaining agents	242	67	121	9	13	3
Termination of bargaining rights	5	—	5	—	—	—
Accreditation	8	3	2	—	—	—
Status of successor employer	1	—	1	—	—	—
Status of person as employee	37	21	9	3	4	1
Complaint of unfair practice in employment	200	87	95	—	2	1

Table 4

Results of Representation Elections Conducted¹ by Ontario Labour Relations Board, Fiscal Year 1974-75

Type of Election	Number of Elections			Employees Eligible to Vote			Votes Cast by Eligible Employees			Votes Cast in Favour of Unions		
				In Elections			In Elections			In Elections		
	Total	Won	Lost	Total	Won	Lost	Total	Won	Lost	Total	Won	Lost
Total, all types	307	164	143	19,986	11,326	8,660	17,289	9,284	8,005	9,721	6,807	2,914
Certification elections	276	152	124	18,624	10,435	8,189	16,006	8,448	7,558	9,158	6,297	2,861
Pre-hearing cases	120	58	62	10,535	4,479	6,056	9,364	3,826	5,538	4,867	2,700	2,167
One-union elections	102	44	58	8,762	3,160	5,602	7,925	2,813	5,112	3,946	1,927	2,019
Two-union elections	17	13	4	1,396	942	454	1,153	727	426	771	623	148
Two-union elections, with "no-union" choice	1	1	—	377	377	—	286	286	—	150	150	—
Construction cases	25	9	16	299	77	222	277	67	210	96	56	40
One-union elections	16	3	13	234	25	209	218	21	197	51	14	37
Two-union elections	8	5	3	57	44	13	53	40	13	41	38	3
Two-union elections, with "no-union" choice	1	1	—	8	8	—	6	6	—	4	4	—
Regular cases	131	85	46	7,790	5,879	1,911	6,365	4,555	1,810	4,195	3,541	654
One-union elections	122	77	45	6,605	4,762	1,843	5,330	3,588	1,742	3,509	2,873	636
Two-union elections	6	5	1	1,049	981	68	928	860	68	620	602	18
Two-union elections, with "no-union" choice	3	3	—	136	136	—	107	107	—	66	66	—
Successor employer elections	8	7	1	556	510	46	531	485	46	305	303	2
One-union elections	5	4	1	97	51	46	95	49	46	29	27	2
Two-union elections	2	2	—	359	359	—	342	342	—	201	201	—
Three-union elections	1	1	—	100	100	—	94	94	—	75	75	—
Termination of bargaining rights elections	23	5	18	806	381	425	752	351	401	258	207	51

Includes all elections conducted during the Fiscal Year 1974-75 in which the ballots cast were counted. Where an initial election was set aside after the ballots cast had been counted and a rerun election was conducted, both the initial and the rerun elections are included in the table.

Table 4A

Results of Final Representation Elections¹ in Applications Disposed of by Ontario Labour Relations Board, Fiscal Year 1974-75

Type of Election	Number of Elections			Employees Eligible to Vote			Votes Cast by Eligible Employees			Votes Cast in Favour of Unions		
				In Elections			In Elections			In Elections		
	Total	Won	Lost	Total	Won	Lost	Total	Won	Lost	Total	Won	Lost
Total, all types	309	170	139	20,307	11,888	8,419	17,606	9,871	7,735	8,954	7,208	2,746
Certification elections	275	155	120	18,261	10,313	7,948	15,721	8,433	7,288	7,979	6,286	2,693
Pre-hearing cases	124	58	66	10,229	4,158	6,071	9,094	3,580	5,514	3,653	2,567	2,086
One-union elections	107	45	62	8,833	3,216	5,617	7,941	2,853	5,088	2,882	1,944	1,938
Two-union elections	17	13	4	1,396	942	454	1,153	727	426	771	623	148
Construction cases	24	8	16	291	69	222	271	61	210	92	52	40
One-union elections	16	3	13	234	25	209	218	21	197	51	14	37
Two-union elections	8	5	3	57	44	13	53	40	13	41	38	3
Regular cases	127	89	38	7,741	6,086	1,655	6,356	4,792	1,564	4,234	3,667	567
One-union elections	117	80	37	6,539	4,952	1,587	5,308	3,812	1,496	3,536	2,987	549
Two-union elections	7	6	1	1,066	998	68	941	873	68	632	614	18
Two-union elections with "no-union" choice	3	3	—	136	136	—	107	107	—	66	66	—
Successor trade union elections	1	1	—	94	94	—	86	86	—	44	44	—
Two-union elections	1	1	—	94	94	—	86	86	—	44	44	—
Successor employer elections	10	9	1	1,146	1,100	46	1,047	1,001	46	673	671	2
One-union elections	7	6	1	687	641	46	611	565	46	437	435	2
Two-union elections	2	2	—	359	359	—	342	342	—	161	161	—
Three-union elections	1	1	—	100	100	—	94	94	—	75	75	—
Termination of bargaining rights elections	23	5	18	806	381	425	752	351	401	258	207	51

Includes only those elections that resulted in certification or dismissal of bargaining units. Thus, where an initial election was set aside after the ballots cast had been counted and a rerun election was conducted, only the rerun election is included in the table.

Table 5

Certification Applications Received and Disposed of by Ontario
Labour Relations Board, by Union, Fiscal Year 1974-75

Union	Number of Cases Received	Number of Cases Disposed of				Union (Cont'd)	Number of Cases Received	Number of Cases Disposed of			
		Total	Certified	Dismissed	Withdrawn			Total	Certified	Dismissed	Withdrawn
All unions	1,323	1,320	894	275	151	CLC Affiliates (Cont'd)					
CLC affiliates	1,016	1,006	658	225	123	Paper workers	4	5	1	3	1
Auto workers	14	16	11	4	1	Plasterers	4	4	2	—	2
Bakery workers	3	4	2	2	—	Plumbers	10	12	5	6	1
Boilermakers	4	3	3	—	—	Potters	1	1	1	—	—
Boot and shoe workers	2	2	—	2	—	Printing and Graphic Public employees	9	10	7	2	—
Brewery workers	17	17	14	2	1	Retail clerks	91	99	75	16	8
Broadcast employees	2	1	1	—	—	Retail wholesale employees	57	41	27	10	4
Bricklayers	3	4	2	1	1	Rubber workers	12	13	6	7	—
CLC directly chartered local unions	4	6	1	4	1	Service employees international union	4	4	2	2	—
Canadian Retail Employees	1	1	1	—	—	Sheet metal workers	82	64	50	9	5
Carpenters	156	165	106	33	26	Steelworkers	8	8	6	2	—
Cement workers	7	7	5	1	1	Structural iron workers	42	52	41	9	2
Chemical workers	5	4	3	1	—	Television and radio artists	27	28	20	2	6
Clothing workers amalgamated	3	4	3	1	—	Textile workers union	1	1	—	—	—
Communication workers	—	1	1	—	—	Textile workers, united	10	10	4	6	—
Distillery workers	2	2	2	—	—	Tobacco workers	1	1	1	—	—
Electrical workers (IBEW)	14	13	13	—	—	Transit union	1	2	—	2	—
Electrical workers (IUE)	2	2	1	1	—	Transport and general workers	—	1	1	—	—
Electrical workers (UE)	20	19	11	6	2	Typographical union	2	2	2	2	—
Firemen and oilers	1	—	—	—	—	Woodworkers	8	9	5	2	2
Food workers	14	15	12	1	2		10	10	3	7	—
Garment workers, ladies	2	1	1	—	—	Non-CLC affiliates	307	314	236	50	28
Garment workers, united	2	2	1	—	1	Canadian workers union	1	1	1	—	—
Glass and ceramic workers	—	1	—	1	—	Christian labour association	27	29	26	2	—
Graphic arts	11	13	9	4	—	Christian trade union	2	3	3	—	—
Hotel employees	15	15	10	4	1	Civil service association of Ontario	42	57	48	8	1
Jewelry workers	1	1	—	1	—	CNTU directly chartered local unions	2	3	3	—	—
Labourers	200	178	103	43	32	General employees, Canadian	1	1	1	—	—
Lathers	2	2	2	—	—	Guards association	2	2	2	—	—
Laundry workers	3	3	3	—	—	Merchandising employees	1	1	1	—	—
Leather and plastic workers	2	2	2	—	—	National council of Canadian labour	2	2	2	—	—
Machinists	9	8	7	—	1	Nurses association	66	58	58	—	—
Moulders	9	9	6	1	2	Operating engineers, Canadian	12	12	10	2	—
Moving pictures machine operators	1	1	1	—	—	Plant guard workers	14	16	9	4	3
Newspaper Guild	2	4	—	4	—	Single company independent unions	49	50	25	15	10
Office employees	11	11	5	3	3	Teamsters	84	77	45	19	13
Oil workers	5	6	3	2	1	Terrazzo workers	2	2	2	—	—
Operating engineers, international	66	69	42	13	14						
Painters	37	13	12	5	—						

Table 6

**Certification Applications Received and Disposed of by Ontario
Labour Relations Board, by Industry, Fiscal Year 1974-75**

Industry	Number of Cases Received	Number of Cases Disposed of			
		Total	Granted	Dismissed	Withdrawn
All industries	1,323	1,320	894	275	151
Manufacturing	256	272	161	85	26
Food and beverages	27	27	17	8	2
Tobacco products	1	2	—	2	—
Rubber	5	5	2	3	—
Leather	4	4	2	2	—
Textile	7	7	3	4	—
Knitting mills	1	1	1	—	—
Clothing	6	6	4	1	1
Wood	7	6	4	2	—
Furniture and fixtures	8	8	4	3	1
Paper and allied industries	13	14	10	2	2
Printing and publishing	24	30	16	12	2
Primary metals	4	4	3	—	1
Fabricated metals	37	37	22	12	3
Machinery	14	19	12	6	1
Transportation equipment	18	19	11	5	3
Electrical products	28	28	18	7	3
Non-metallic mineral products	29	31	18	7	6
Petroleum and coal products	3	4	2	2	—
Chemicals and chemical products	8	9	6	3	—
Miscellaneous manufacturing	12	11	6	4	1
Non-manufacturing	1,067	1,048	733	190	125
Agriculture	1	1	—	—	1
Mines, quarries and oil wells	12	12	8	3	1
Construction	467	466	304	90	72
Transportation	32	39	31	4	4
Storage	7	7	5	2	—
Communication	3	2	—	1	1
Electric power, gas and water	16	15	13	—	2
Wholesale trade	33	36	24	11	1
Retail trade	85	71	53	13	5
Finance	4	2	1	—	1
Insurance and real estate	51	21	7	5	9
Education and related services	52	60	36	14	10
Health and welfare services	204	214	171	31	12
Motion picture and recreational services	10	11	10	1	—
Services to business	7	12	5	7	—
Personal services	36	32	23	5	4
Miscellaneous services	21	24	21	2	1
Local administration	26	23	21	7	1

Table 7

Size of Bargaining Units in Certification Applications Granted by
Ontario Labour Relations Board, Fiscal Year 1974-75

Size of Bargaining Unit	Number of Cases Certified			Number of Employees Involved		
	Total	Construction	Non-Construction	Total	Construction	Non-Construction
Total, all sizes	894	304	590	27,238	2,100	25,138
2 - 9 employees	440	247	193	2,176	1,146	1,030
10 - 19 employees	185	47	138	2,442	574	1,868
20 - 39 employees	106	5	101	2,977	124	2,853
40 - 99 employees	107	5	102	6,622	256	6,366
100 - 199 employees	31	—	31	4,278	—	4,278
200 - 499 employees	20	—	20	5,709	—	5,709
500 employees or more	5	—	5	3,034	—	3,034

Table 8

Time Taken from Filing to Disposition to Process Certification Applications Granted, Fiscal Year 1974-75

Time Taken in Calendar Days	Total Certified			Non-Construction			Construction		
	Number	Per Cent	Cumulative Per Cent	Number	Per Cent	Cumulative Per Cent	Number	Per Cent	Cumulative Per Cent
Total	894	100.0	—	590	100.0	—	304	100.0	—
Under 8 days	—	—	—	—	—	—	—	—	—
8 - 14 days	213	23.7	23.7	30	5.1	5.1	183	60.1	60.1
15 - 21 days	256	28.7	52.4	210	35.6	40.7	46	15.2	75.3
22 - 28 days	87	9.7	62.1	70	11.9	52.6	17	5.6	80.9
29 - 35 days	58	6.5	68.6	48	8.1	60.7	10	3.3	84.2
36 - 42 days	55	6.2	74.8	47	8.0	68.7	8	2.6	86.8
43 - 49 days	27	3.0	77.8	23	3.9	72.6	4	1.3	88.1
50 - 56 days	25	2.8	80.6	21	3.6	76.2	4	1.3	89.4
57 - 63 days	28	3.1	83.7	27	4.6	80.8	1	.3	89.7
64 - 70 days	14	1.6	85.3	13	2.2	83.0	1	.3	90.0
71 - 77 days	18	2.0	87.3	16	2.7	85.7	2	.7	90.7
78 - 84 days	16	1.8	89.1	12	2.0	87.7	4	1.3	92.0
85 - 91 days	10	1.1	90.2	9	1.5	89.2	1	.3	92.3
92 - 98 days	12	1.3	91.5	10	1.7	90.9	2	.7	93.0
99 - 105 days	3	.3	91.8	2	.3	91.2	1	.3	93.3
106 - 126 days	22	2.6	94.4	19	3.2	94.4	3	1.0	94.3
127 - 147 days	10	1.1	95.5	7	1.2	95.6	3	1.0	95.3
148 - 168 days	8	.9	96.4	8	1.4	97.0	—	—	95.3
169 days and over	32	3.6	100.0	18	3.0	100.0	14	4.7	100.0

**V.E. Scott
Director**

Conciliation and Mediation Services Branch provides an effective service to assist labour and management to arrive at a settlement of disputes and reduce work stoppages in this province.

The Branch, operating under the authority of The Labour Relations Act, is organized into two sections composed of conciliation officers and mediators. A conciliation officer enters a dispute after management and labour have been unable to reach an agreement on a new contract and works with the parties until an agreement is reached or it appears the parties are unable to reach agreement. A mediator generally performs the same service after the conciliation process has been completed.

Either of labour, management, or both can apply for conciliation services. In the matter of a dispute which they cannot resolve themselves, they file an application with the Minister of Labour. If both parties have filed it together, it is termed a joint application. The Deputy Minister acknowledges its receipt and asks the other party if it has any objections to the request for services. Five days must pass before conciliation services are granted and the parties are so notified.

Ontario's labour relations legislation requires the parties in a dispute to use government conciliation services before they resort to a strike or lockout. After the conciliation officer has been appointed, he or she thoroughly investigates the case and conducts meetings and discussions with each party to attempt to help them arrive at an agreement acceptable to both.

The various stages in the conciliation procedure are as follows:

1. A conciliation officer is appointed after meetings at the labour-management level have broken down and application to the Ministry has been made.
2. The officer arranges one or more meetings with the two parties.
3. If these fail, the Minister of Labour may appoint a board on the recommendation of the officer or decide that "no board" shall be appointed. In the latter case, 14 days must elapse after the decision of the Minister has been released before a legal strike can be called.
4. The company or the union has five days to agree on the appointment of a board chairman. If they cannot agree, a chairman is appointed by the Minister. Each party selects a representative to act on its behalf on the board.
5. If the board fails to reach a settlement, it issues a report to the Minister, sometimes making recommendations. Seven days after the release of the report by the Minister, the parties are free to stage a strike or lockout, if agreement is not reached.

6. In a few cases, compulsory arbitration may be the final stage. This happens in disputes involving hospitals. In this event, the arbitration board issues a report making decisions which are final and binding, and the parties must comply with them.

The successful operation of the system is predicated on the assumption that the parties themselves will work at the job of resolving their own differences. This means, in the final analysis, that both have to be willing to compromise their positions in order to move to a meeting of minds. It is quite fallacious to suggest that a mediator "settles" a dispute or that the government "settles" a dispute. Only the parties themselves can settle a dispute. The mediator—whether a conciliation officer or a conciliation board—plays a facilitating role. In a free collective bargaining system, a mediator cannot dictate what the settlement will be. A mediator can only strive to help the parties recognize the realities of their respective positions and make the inevitable compromise.

During the fiscal year 1974-75, 1,932 collective agreement disputes were in conciliation. Of these, 754 were settled at the conciliation officer stage.

Conciliation boards are no longer appointed as a matter of course when the parties have failed to settle at the officer stage. It is Ministerial policy to set them up to deal with disputes involving public services, pattern-setting industries and contentious first agreement situations. Otherwise, the policy is to establish them only where the Ministry believes they may be useful to the parties. This has reduced delays in the process.

In some cases when the formal procedures were exhausted and strike action was either imminent or had taken place, the Branch, either by invitation from one or both of the parties or under the direction of the Minister in the public interest, has re-entered the case.

In 1974-75, there were 384 disputes in which post-conciliation or mediation assistance was given. Of these disputes, 331 resulted in agreement between the parties, of which 145 were settled after a work stoppage.

The complement of the branch is a Director, an Assistant Director, seven mediators, 12 conciliation officers and nine clerical and secretarial staff.

Applications for Conciliation Services Dealt with under The Labour Relations Act

	Disputes 1974-75(p)	1973-74	Employees 1974-75(p)	1973-74
Officer stage				
In process during fiscal year				
Total	1,932	2,789	253,326	322,357
In process at beginning of fiscal year	309	263	44,464	28,811
Referred to officers during fiscal year	1,623	2,526	208,862	293,546
Disposed of during fiscal year				
Total	1,749	2,480	222,460	277,887
Settled by officer				
Construction	73	247	1,046	7,941
Non-construction	681	592	62,520	45,691
Referred to conciliation boards	0	0	0	0
No boards				
Construction	114	658	4,639	37,701
Non-construction	866	966	152,793	186,021
Lapsed				
Construction	1	2	15	41
Non-construction	14	15	1,447	471
In process at end of fiscal year	183	309	30,866	44,464

Conciliation board stage

There were no conciliation boards in existence during the fiscal years 1973-74 and 1974-75.

In addition to the above, conciliation officers dealt with 11 police agreement disputes in 1973-74 and 13 in 1974-75. Since these disputes came under the Ontario Police Act and were not covered by the Ontario Labour Relations Act, they were not included in this table.

(p) Preliminary

Voluntary Mediation Provided by the Conciliation and Mediation Services, April 1, 1974 to March 31, 1975(p)

	Disputes	Employees
Total mediation in process during fiscal year	384	95,559
Carried over from previous months	47	14,019
Assigned during fiscal year	337	81,540
1. Disposed of	351	92,382
A. Mediation began during post-conciliation bargaining		
(1) settled without a work stoppage		
— at mediation	181	45,934
— following mediation assistance	5	810
— to arbitration	2	5,737
(2) settled after a work stoppage		
— at mediation	54	19,713
— following mediation assistance	12	2,862
B. Mediation began after work stoppage		
— settled at mediation	70	14,398
— settled following mediation assistance	9	1,989
— to arbitration	2	190
C. Mediation disputes lapsed	16	749
2. Pending, March 31, 1975	33	3,177
A. Mediation began during post-conciliation bargaining		
— no work stoppage	23	2,186
— work stoppage	4	101
B. Mediation began after work stoppage		

In addition to the above, seven disputes involving 3,877 employees went to mediation without first going through the conciliation process and were settled.

(p) Preliminary

His Honour Judge Walter Little Chairman

The Ontario Labour-Management Arbitration Commission is concerned with the recruiting, training and maintenance of a panel of approved arbitrators and arbitration board chairmen. The Commission also, if required, will assist arbitrators by providing administrative services, arranging meeting dates and facilities. It prepares, publishes and distributes information respecting awards. In addition, it is authorized to sponsor research in the arbitration process.

The Commission administers The Ontario Labour-Management Arbitration Commission Act and The Hospital Labour Disputes Arbitration Act as amended by The Hospital Labour Disputes Arbitration Amendment Act, 1972.

Since creating the criteria for approval of arbitrators in 1970, the Commission has approved 53 persons as arbitrators, of whom 42 are active. The Commission has given a form of "tentative" approval to 15 applicants who, because of lack of experience as arbitrators, have not yet achieved mutual acceptability to both labour and management. One of the approved is a woman and two of the "tentatively" approved are women.

Under The Hospital Labour Disputes Arbitration Act, as amended, the Commission has the following responsibilities:

- a) when the Minister is required to make an appointment he or she may appoint an arbitrator from those persons on the Commission's list of approved arbitrators;
- b) Chairmen of boards of arbitration in hospital disputes are required to notify the registrar of the Commission of the time and place for the first and any subsequent hearings of the boards of arbitration and the registrar, in turn, is required to notify the nominees of the parties and the parties of the time and place of such hearings;
- c) where a board of arbitration fails to render a decision within a reasonable time, the registrar is required to notify the Minister in order that he/she may issue any necessary orders to ensure that the decision of the board will be made without delay.

During the fiscal year, 725 awards in rights arbitrations were filed and, in the same period, the Commission supplied 218 panels of chairmen or sole arbitrators to parties in both rights and interest arbitrations. From these panels the parties chose 86 chairmen or sole arbitrators. Where the parties failed to choose arbitrators from the panels, the Minister appointed 108 chairmen or sole arbitrators. In the case of 24

panels, the matters in dispute were settled before a choice was made. In addition, the Minister appointed five nominees of parties at the request of the opposite parties.

The Commission publishes the monthly bulletin, giving information to those concerned with labour and management relations regarding the awards filed and all other matters of interest. The current circulation of the Commission's monthly bulletin is 4,126.

The Commission held its fifth annual seminar on Friday and Saturday, February 28th and March 1st, 1975 for all persons who were approved as arbitrators and those having "tentative" approval. A representative group of persons serving as nominees and counsel on boards of arbitration was invited to attend both sessions. The seminar again proved very successful and the Commission intends to hold another in 1976.

The Commission has a permanent chairman, three members representing employees and three representing employers. It is administered by a counsel and registrar and a staff of two persons.

D.E. Hushion**Executive Director**

The Employment Services Division was established in 1972 and is primarily concerned with co-ordinating the activities of the two program areas within the Division.

The Employment Services program area includes the Office of the Executive Director of the Division, the Employment Standards Branch and the Employment Adjustment Service Branch.

The Occupational Safety program area is comprised of the Industrial Safety Branch and the Construction Safety Branch.

The Executive Director of the Employment Services Division also ensures the close liaison between the activities of the Division and those of other provincial, federal and municipal agencies, as well as with a wide range of labour and management organizations.

R.J. Ogilvie**Director**

The Employment Adjustment Service Branch was established in May, 1973 in response to the need to assist labour, management and government to anticipate and respond more effectively to manpower adjustment problems. It is based not only upon a recognition of the problems but it was intended to recognize the need to understand and deal with the broader impact on the community created by a disruption in the local labour market.

The Branch performs a liaison/consultation role between parties faced with potential employment disruption and the appropriate forms of assistance and/or services that can be provided through existing government programs or through the private sector itself in order to aid the employers and workers involved. The principal mechanism employed is the Manpower Assessment and Incentive Agreement Process of the Canada Manpower Consultative Service in which the Employment Adjustment Service can be a financial contributor and member along with labour and/or management. The agreement sets up a committee consisting of employee representatives, management representatives and an independent chairman to assist employees affected by large terminations to re-establish themselves in new employment.

The principal thrusts of the program were:

1. Information monitors

Field monitors were established with a number of provincial and federal field agencies to identify situations where 25 employees or more were being terminated. This is essential in order to advise employers of the legislation and to initiate the adjustment process for employees.

2. Inquiries regarding the legislation on notice of termination

These activities involve advising employers and employees of the legislation and interpretations of cases according to the Act.

3. Technical advice on orderly terminations and adjustment plans for workers

Parties to the termination are advised on steps they may take to assist their workers during and after the notice period.

4. Adjustment assistance

The employer and employees or their representatives are encouraged to establish a self-help adjustment committee in concert with the Canada Department of Manpower and Immigration and the Ministry of Labour. This Branch experimented with participation in a number of these committees during this fiscal year.

In addition, the Branch performs a liaison function in bringing specific adjustment problems of these workers to the attention of appropriate provincial agencies.

5. Known permanent or indefinite layoffs involving 25 employees or more (April 1, 1974 - March 31, 1975)

- Number of known cases of termination or indefinite layoff, 131
- Number of employees terminated or on indefinite layoff, 13,417
- Number of adjustment committees established, 37
- Number of employees covered by these committees, 3,891

In addition to its responsibilities regarding terminations, the Branch was involved in a number of projects related to adjustment problems on an industry or area-wide basis. The following illustrate the scope and magnitude of these projects:

1. Haldimand-Norfolk Project

As a result of the concerns expressed regarding the manpower implications of the Stelco and Texaco developments, this Branch headed an inter-ministerial team of manpower experts in assessing the potential implications of these large-scale projects and began liaison work in Haldimand-Norfolk with labour and employer groups to facilitate a joint process of responding to any manpower needs.

2. Orillia Joint Manpower Planning and Assessment Committee

The Canada Manpower Consultative Service established an assessment committee with ten employers in the area who were experiencing job vacancy and related manpower problems. At the request of this committee, this Branch conducted a study of these problems and alternative solutions to these problems. The individual members of the committee are currently reviewing these solutions.

3. North Peel-Halton Personnel Association and Ladies' Cloak and Garment Manufacturers' Association
The Branch has assisted these associations in identifying their manpower problems and establishing liaison with specific governmental agencies who are working with these associations on specific types of problems.

4. Canadian Chemical Producers' Association

This association is attempting to undertake a major human resource planning study and sought the participation of the Branch on its committee. The committee currently has representatives of labour, management, federal government and the Ontario and Quebec provincial governments. It is attempting to forecast its future manpower requirements and develop a strategy for meeting these needs.

Summer Student Programs (Experience '74)

The Branch was also responsible for the administration of two of the Ministry's Experience '74 programs:

1. SPIEL (Students Providing Information on Employment Legislation)

This program employed 24 students for three months in informing (through public speaking, talk shows, display booths, general literature, etc.) the public about the employment legislation of the Ministry and its programs.

2. STIR (Student Training in Industrial Relations)

This program employed 32 students and placed them to work for the summer with various labour unions, associations, employer industrial relations divisions, etc. to provide them with grassroots industrial relations experience.

J.R. Scott Director

The Employment Standards Branch is concerned with the economic well-being of more than three and one-half million Ontario workers. It pursues its objectives by maintaining and enforcing a wide range of employment standards legislation which establishes minimum or basic wages and working conditions.

The Branch is responsible for administering The Employment Standards Act, The Industrial Standards Act, The Fair Wage Schedules on Government Contracts and The Employment Agencies Act.

The Employment Standards Act is basically anti-exploitation legislation providing for minimum standards of working conditions. It is primarily aimed at assisting that segment of the population which has little or no bargaining powers. The new Employment Standards Act, 1974, came into force on January 1, 1975.

The protection embodied in The Employment Standards Act and Regulations includes:

- hours of work are restricted to eight in a day and 48 in a week. Exceptions are only allowed by special regulation or by permits controlled by the Director;
- effective January 1, 1975, overtime pay of at least time and a half for all hours worked in excess of 44 hours a week;
- paid public holidays, and in addition, premium pay of time and a half for all hours worked on these holidays:
New Year's Day, Good Friday, Victoria Day, Christmas Day, Dominion Day, Labour Day, Thanksgiving Day;
- equal pay for equal work is being given renewed emphasis in this International Women's Year 1975;
- minimum wage as of May 1, 1975 for various classes of workers is as follows: students under 18 years of age, \$2.00; general industry \$2.40; learner rate (first month only) \$2.30; construction industry \$2.65;
- farm harvesting workers were included in Regulations effective May 1, 1975. Provides for minimum wages, vacation pay and public holiday pay for these employees;
- an annual vacation of two weeks with pay for employees who have completed 12 months of employment with an employer. The amount of the vacation pay must be equal to four per cent of the total wages received by the employee during the year. An employee accrues vacation pay from first day of employment and if the employee terminates or is terminated, the employer is required to pay the accrued vacation pay at time of termination or no later than seven days after termination;
- pregnancy leave in this new Employment Standards Act 1974 is expanded to 17 weeks and adds flexibility to the employee's choice of when to take those weeks;
- benefit plans dealing with fringe benefits provide that pension plans, life insurance, sickness and accident coverage and other benefits of this type may not differentiate because of age, sex, or marital status of the employee. Regulations are now being formulated in order to implement the 96 recommendations of the task force that dealt with this part of the Act. The benefit plan part of The Employment Standards Act will be declared in force as of November 1, 1975;
- provision that an employee receive written notice of termination of employment if he or she has been employed for at least three months. The amount of notice is related to the length of employment as follows:

- a) one weeks' notice in writing if the period of employment is less than two years;
- b) two weeks' notice in writing if the period of employment is two years or more but less than five years;
- c) four weeks' notice in writing if the period of employment is five years or more but less than 10 years;
- d) eight weeks' notice in writing if the period of employment is 10 years or more.

-provision requiring employers who terminate 50 or more persons in any period of four weeks or less to give advance notice to the Minister of Labour of the termination. The required minimum period of notice varies according to the number of employees being terminated as follows:

- a) 50 to 199 employees — notice required is eight weeks;
- b) 200 to 499 employees — notice required is 12 weeks;
- c) 500 or more employees — notice required is 16 weeks.

-employers are required to provide their employees with a statement of wages and payroll deductions;

-authority for the Branch to collect unpaid wages and vacation pay up to a maximum of \$4,000 per employee.

The Industrial Standards Act provides the means for employees and employers to get together and request a schedule for their particular industry or trade. When the schedule has been prepared and has been accepted by both groups and approved by the Ministry, the schedule becomes the standard for that industry or trade in a designated zone. It is widely used by the construction trades, fur industry, and needle trades. Generally the schedule is administered by an advisory committee subject to the approval of the Director of Employment Standards. The Branch is currently updating most construction trade schedules.

The Fair Wage Schedules on Government Contracts ensures employees working on government projects of fair labour rates and protects sub-contractors from unfair competition when bidding on government contracts. Before tenders are invited for specific projects, the Ministries concerned must obtain from the Branch the minimum wage rates for each job classification and the maximum hours of work.

The Employment Agencies Act: The purpose of The Employment Agencies Act is to provide for the licensing and regulating of employment agencies in Ontario.

"Employment agency" is defined, in part, under the Act, as the business of procuring for a fee, reward or other remuneration persons for employment, or employment for persons.

Class A employment agencies are prohibited charging a fee for any service rendered to any person procured for employment. In the other classes, namely B, C and D, the person for whom work is found may be charged a fee, but not greater than the limitations in regulations under the Act.

The Branch investigates complaints made by employees and also undertakes a planned routine investigation program on selected groups of industries. The Branch continues to promote a self-audit, pay-direct approach in instances where violations have occurred.

Statistics									
1973-1974 from April 1, 1973 to March 31, 1974 inclusive									
1974-1975 from April 1, 1974 to March 31, 1975 inclusive									
Investigations		1973-74		1974-75					
Complaints		9,100		10,708					
Outlines		3,800		1,630					
Total		12,900		12,338					
Assessments		Amount Collected		Employers		Employees			
		1973-74		1974-75		1973-74		1974-75	
Minimum Wage		\$	141,779.83	\$	100,700.66	575	421	1,922	1,387
Collection of Wages			762,034.99		696,778.68	2,640	2,550	5,181	4,503
Overtime Pay			553,565.37		541,103.14	1,255	1,165	8,088	6,574
Equal Pay for Equal Work			547,191.72		40,211.19	18	15	409	114
Vacation Pay			682,499.30		780,159.70	3,976	4,090	19,462	15,654
Termination Pay			297,128.27		351,375.97	782	827	1,307	1,236
Total			\$2,984,199.48		\$2,510,329.34	9,246	9,068	36,369	29,468
		1973-74		1974-75					
Hearings — (Section 10)		59		6					
Appeals — (Section 34)		54		60					
Total		113		66					
Court Action									
Cases		33		30					
Charges Involved		105		61					
Overtime Permits									
100 Hour		405		241					
Special		726		646					
Total		1,131		887					
Handicap Work Permits		148		138					
Homeworker Permits		369		352					
Air Wage Schedule									
Number of Contracts		981		1,036					
Dollar Value		\$229,398,042.00		\$334,544,427.00					
Employment Agency Licenses		Initial		Renewal		Total		Revenue	
		1973-74		1974-75		1973-74		1974-75	
Class		98		165		445		546	
A		2		11		13		10	
B		1		—		1		—	
C		10		38		48		42	
D									
Total		111		172		507		\$52,425.00 \$63,900.00	

In this way, less emphasis is placed on the enforcement aspect and more on the educational aspect. This approach is currently being pursued by a special team of officers emphasizing equal pay for equal work.

By means of advertising and public speaking, the Branch tries to encourage employers to adjust their practices to comply with the legislated standards on their own initiative.

During the 1974-75 fiscal year, the Branch made 12,338 investigations. Assessments were made against 19,068 employers on behalf of 29,468 employees for a total of \$2,510,329.34. A comparative breakdown of these and other statistics may be found at the end of this report.

The Branch has a complement of 117 persons employed as follows: Director, special projects officer, a supervisor – employment agencies, a specialist – industrial standards, an administrator of operations, a specialist – employment standards, four assistant specialists – employment standards, two assistant administrators, 12 regional managers, 64 field officers, and 29 secretaries, clerks, and typists.

J. McNair, P.Eng.**Director**

This Branch is concerned with the safety of employees in industrial establishments and logging operations. For this purpose the Branch administers The Industrial Safety Act, 1971 which was amended in 1974 to include logging operations previously legislated under The Loggers' Safety Act. (Amendment proclaimed in force on May 17, 1975).

The Director of the Branch is a professional engineer and the Branch has two main sections, engineering services and field services, plus the necessary clerical staff.

Engineering Services

Headed by the chief engineer, the engineering staff reviews drawings and specifications of factories, shops, office buildings, grain elevators and foundry ventilation systems prior to their construction or alteration. The examination includes a check of the structural stability of the buildings, emergency exits and possible health and fire hazards which may be related to the industrial processes. Any necessary amendments are shown on the drawings, enabling them to be incorporated during construction.

Under the chief engineer, services of 11 professional engineers are provided, six in Toronto and one each in Ottawa, Kitchener, London, Windsor and Hamilton. During the year they reviewed drawings of 5,621 projects to a total value of \$981,504,365 with revenue of \$898,606 in fees. In addition, the engineers gave professional advice to the field staff while making 83 inspections.

Field Inspection

The field inspection staff was reorganized into 13 regions, each with a manager, located in district offices: Toronto (four), Windsor, London, Kitchener, Hamilton (two), Kingston, Ottawa, Sudbury and Thunder Bay.

The staff makes inspections of industrial establishments and logging operations and issues corrective directions regarding unsafe machines and practices, inadequate ventilation, fire safety, sanitary facilities and poor housekeeping. Many of their visits are at the invitation of management, who often seek and value their advice when contemplating the introduction of new machines or processes which may be hazardous. They also investigate complaints and resolve labour-management differences where safety is concerned. The regional managers carry out a promotional activity to encourage management and trade union involvement in the safety program. They are assisted in this activity by a staff industrial safety officer who also carries out fatality investigations and other special investigations.

The Automatic Data Processing System, providing pre-printed information on the report forms for cyclical inspection and subsequent statistical and control data, has been a useful addition to the tools available to develop more effective use of the inspection forces. The directions left by the inspectors are automatically followed up and re-inspections made where necessary. Non-compliance with the legislation resulted in 37 convictions and \$27,600 levied in fines.

Industry	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	R	Total
Agriculture, forestry, fishing, mines	18	47	1	6	1	2	13	2	2	14	1	5		1			3	116
Meat, dairy, beverage, other food processing	241		32	4	13		195	27	37	591	38	171	24	56	4	64	109	1,606
Tobacco			1				8			15	1	3	1	6		1		36
Rubber products manufacturing			7	2	1	4	31	11	13	94	7	21	23	6	2	16	25	263
Leather processing manufacturing			6	1			34	2	18	164	7	8	14	5	2	22	40	323
Textile industries			10		8	3	64	11	10	269	14	41	27	32	2	38	45	574
Knitting mills							7		2	40	4	2	1	6	2	4	13	81
Clothing industries			3	3	1		20	6	3	96	3	5	9		3	14	80	246
Sawmills, veneer, plywood sash, door, other wood industries	1	1	49	16	18	1	204	16	72	770	37	100	68	51	16	123	105	1,648
Furniture, electric lamp, shade manufacturing			30	9	14	1	86	18	97	345	25	42	83	15	24	61	116	966
Paper manufacturing, converting			9		8		128	14	39	367	25	120	22	23	5	62	55	877
Printing, publishing	1		16	6		6	53	14	58	192	12	53	50	22	8	60	86	637
Primary metals, aluminum, copper, rolling, casting, extruding	3		31	9	2	7	235	33	19	358	9	176	138	42	16	123	45	1,246
Metal fabricating	2		205	11	38	5	402	81	201	1,772	76	602	224	113	46	384	194	4,356
Machinery, equipment manufacturing			45	3	10	2	122	22	73	443	23	174	76	31	6	124	57	1,211
Transportation, equipment manufacturing	5		76	7	15	4	314	32	100	758	31	235	136	63	14	141	90	2,021
Electrical products manufacturing	2		69	7	22	6	189	30	105	566	39	179	141	43	25	128	83	1,614
Non-metallic products manufacturing, cement, clay, asbestos, glass			17	7	9	5	217	13	42	334	21	132	87	47	5	64	43	1,043
Petroleum, coal products			3	1			13	1	4	20	2	21	11	4		1	4	85
Chemicals, chemical products							223	32	77	281	23	189	124	27	6	34	75	1,126
Miscellaneous manufacturing, scientific equipment, jewellery, brooms, plastic fabricator	1		45	5	14	4	150	31	85	496	37	135	91	33	12	93	97	1,328
Construction industry			17	18	5	1	57	3	28	189	29	76	17	14	3	20	34	511
Transportation, truck, railway, air, water	154		3	2	2	2	25	4	7	53	2	33	12	8	3	11	12	331
Storage	32		3	9	2		20	6	8	24	1	33		5		4	34	181
Communications, radio, television, telephone, post office	65				1					4		4					1	75
Utilities, gas, water, electric, sewage	1		1	3			47	7	12	55	6	29	10	7		3	10	191
Wholesale trade	36	2	35	14	7	4	215	41	83	376	38	285	47	44	11	87	257	1,562
Retail trade	5		96	33	48		389	381	374	579	158	511	245	101	40	113	753	3,826
Finance, insurance			4	8	2		12	17	2	43	1	7	1	1	6		74	178
Education	1		1				2		4	10	2	2	2			2	2	32
Health, welfare					1		4	1	3	13		1	2	1		1	5	32
Religious organizations																		
Motion picture, recreation			2		5		4	8		2	3	4	4			2	2	34
Service to business, advertising, engineering, legal			1	1			12	9	4	13	6	9	5			6	5	71
Personal service, shoe repair, barber, laundries, restaurants																		
Miscellaneous service, photography, blacksmithing, welding, building services			17		6		45	22	65	81	9	41	39	3	6	11	71	416
Government, federal, provincial, local	128		6	1	6	2	53	18	30	103	17	44	28	9	3	3	40	491
Undefined activity							4	1	1	4	2	1	2		1		1	17
Totals	696	50	858	194	273	63	3,597	925	1,688	9,800	722	3,546	1,769	823	272	1,828	2,681	29,585

The code for the directions is as follows: A) Canada Labour Safety Code; B) Loggers' Safety Act; C) Tays, Time Limit, etc.; D) Environmental Hazards; E) Maintenance and Repairs; F) General Ventilation; G) Fire Prevention and Protection; H) Material Handling; I) Electrical Equipment and Explosive Accidents; J) Machine Guarding; K) Sanitation; L) Personal Protective Equipment; M) Exits.

1. Summary of Statistics

	1973-74	1974-75
Non-fatal accidents reported	71,124	73,050
Fatalities: Industrial Safety Act	47	75
Loggers' Safety Act	13	15
Canada Labour Code	2	1
Inspections	47,912	46,337
Directions issued	30,986	29,415
Directions completed	29,599	27,197
Revenue	\$965,597	\$898,606
Personnel	129	128

2. Analysis of Non-fatal accident reports — 1974-75: (Figures in brackets refer to unionized industrial establishments.)

No. of Reports Submitted	No. of Industrial Establishments	No. of Employees	No. of Reports
Nil	54,645 (3,611)	383,086 (76,476)	Nil (Nil)
1-5	11,886 (2,639)	345,574 (137,995)	21,813 (5,823)
Over 5	2,770 (1,806)	535,559 (422,936)	51,219 (39,979)
Total	69,301 (8,056)	1,264,219 (637,407)	73,032 (45,802)

Total Inspections by Industrial Safety Officers per Industry

Industry	Total Inspections
Agriculture, forestry, fishing, mines	66
Meat, dairy, beverage, other food processing	2,077
Tobacco	20
Rubber products manufacturing	198
Leather processing manufacturing	272
Textile industries	540
Knitting mills	92
Clothing industries	513
Sawmills, veneer, plywood sash, door, other wood ind.	1,744
Furniture, elect. lamp, shade mfg.	1,041
Paper manufacturing, converting	625
Printing, publishing	1,090
Primary metals, aluminum, copper, rolling, casting, extruding	730
Metal fabricating	4,168
Machinery, equipment mfg.	1,035
Transportation, equipment mfg.	1,284
Electrical products mfg.	1,063
Non-metallic prod. mfg., cement, clay, asbestos, glass	993
Petroleum, coal products	77
Chemicals, chemical products	963
Misc. mfg., scientific equipment, jewellery, brooms, plastic fabricator	1,577
Construction industry	1,481
Transportation, truck, railway, air, water	1,203
Storage	380
Communications, radio, television, telephone, post office	254
Utilities, gas, water, electric, sewage	376
Wholesale trade	4,176
Retail trade	13,322
Finance, insurance	488
Education	37
Health, welfare	124
Religious organizations	
Motion picture, recreation	67
Service to business, advertising, engineering, legal	178
Personal service, shoe repair, barber, laundries, restaurants	2,585
Misc. service, photography, blacksmithing, welding, building services	759
Government, federal, provincial, local	771
Undefined activity	
Total	46,369

Industry	Production Employees	Administrative Employees	Total
Agriculture, forestry, fishing, mines	2,169	1,503	3,672
Meat, dairy, beverage, other food processing	70,232	15,841	86,073
Tobacco	3,244	892	4,136
Rubber products manufacturing	13,635	4,521	18,156
Leather processing manufacturing	12,300	2,368	14,668
Textile industries	24,289	5,478	29,767
Knitting mills	5,080	716	5,796
Clothing industries	22,900	2,764	25,664
Sawmills, veneer, plywood sash, door, other wood industries	19,787	4,139	23,926
Furniture, electric lamp, shade manufacturing	17,540	3,648	21,188
Paper manufacturing, converting	33,943	9,368	43,311
Printing, publishing	31,356	11,197	42,553
Primary metals, aluminum, copper, rolling, casting, extruding	55,303	7,884	63,187
Metal fabricating	80,183	23,747	103,930
Machinery, equipment manufacturing	38,726	18,390	57,116
Transportation, equipment manufacturing	85,582	19,535	105,117
Electrical products manufacturing	64,138	24,485	88,623
Non-metallic products manufacturing, cement, clay, asbestos, glass	22,891	6,333	29,224
Petroleum, coal products	3,216	1,928	5,144
Chemicals, chemical products	26,901	12,181	39,082
Miscellaneous manufacturing, scientific equipment, jewellery, brooms, plastic fabricator	35,852	11,409	47,261
Construction industry	25,283	19,217	44,500
Transportation, truck, railway, air, water	44,606	9,748	54,354
Storage	5,831	2,162	7,993
Communications, radio, television, telephone, post office	28,845	8,389	37,234
Utilities, gas, water, electric, sewage	14,261	4,235	18,496
Wholesale trade	60,074	33,913	93,987
Retail trade	253,366	46,970	300,336
Finance, insurance	14,095	7,269	21,364
Education	2,037	1,279	3,316
Health, welfare	6,187	967	7,154
Religious organizations			
Motion picture, recreation	1,353	242	1,595
Service to business, advertising, engineering, legal	6,655	3,096	9,751
Personal service, shoe repair, barber, laundries, restaurants	62,926	7,029	69,955
Miscellaneous service, photography, blacksmithing, welding, building services	8,689	2,560	11,249
Government, federal, provincial, local	60,476	29,560	90,036
Undefined activity	10	1	11
Totals	1,263,961	364,964	1,628,925

**R.K. Cleverdon, P.Eng.
Director**

This Branch is concerned with the safety of workers engaged in all aspects of the construction industry including the erection, alteration, repair, demolition, dismantling, and moving of such projects as buildings, structures, shafts, tunnels, work under compressed air, highways, railways, sewers, watermains and conductors of electrical energy and solids, liquids or gases. The Branch is headed by a professional engineer, and there are in addition, a further nine professional engineers on his staff. It is responsible for the administration of The Construction Safety Act, 1973, which was proclaimed in force on August 1, 1973.

Prior to that date, there were three pieces of legislation in the field of construction safety. The Trench Excavator's Protection Act, R.S.O., 1970, covered such work as sewer and watermain installation and was almost entirely enforced at the local municipal level. The Construction Safety Act, R.S.O., 1970, covered such work as buildings, structures and highways. It was enforced throughout most of the province at various levels of municipal government such as regional municipalities, counties, cities and certain of the larger towns. Elsewhere it was enforced by the Construction Safety Branch. Regulation 214 made under The Ministry of Labour Act covered such work as shafts, tunnels, caissons, cofferdams and work in compressed air. It was enforced throughout the province by inspectors of the Construction Safety Branch.

During fiscal 1974-75 (April 1, 1974 – March 31, 1975), all inspections under the new legislation were carried out by the staff of the Construction Safety Branch, and therefore, the tabular data reported in this report varies considerably from that reported in previous years. During the fiscal year, the staff of the Branch carried out 59,540 inspections of construction projects and issued 50,885 directions to correct unsafe conditions. In addition, the staff made 4,380 other field activity calls such as investigations, and promotional talks to contractors. Because the municipal inspection system formerly reported on a calendar year basis rather than on a fiscal year basis, the tabular data for prosecutions and fatalities are for calendar 1974 rather than fiscal 1974-75. There were 698 charges laid during the year and those disposed of during the year resulted in fines of \$141,294.00.

As of April 1, 1974, the Branch had a total staff of 110 persons and had an approved complement of 132. As of March 31, 1974, the Branch had a total staff of 131 and an approved complement of 132. The personnel consisted of the Director (professional engineer), six regional engineers (professional engineers), one consultant to the Director (professional engineer), two technical services engineers (professional engineers), 12 construction safety supervisors, 81 construction safety officers and 18 clerical staff. The Branch maintains regional offices headed by a regional engineer in Hamilton, London, Ottawa and district offices headed by a supervisor in Kingston, Kitchener, Sudbury, Thunder Bay and Windsor. The remainder of the field staff is attached to the Toronto central region office.

Prosecution and Fatality Data

Under Construction Safety Legislation

	Calendar Year				
	1970	1971	1972	1973	1974
Number of informations laid	444	626	430	247	698
Number of convictions	240	312	242	138	446
Total amount of fines	\$48,688.00	\$83,102.00	\$52,905.00	\$52,180.00	\$141,294.00
Number of fatalities	41	41	44	54	45

(Note: Until August 1, 1973 almost all prosecutions were initiated and fatalities reported by municipal inspectors, but all prosecutions and fatalities are included in the above table. See explanatory notes in narrative material.)

Inspection Activities of Construction Safety Officers

Joint inspections with municipal inspectors

	1970-71	1971-72	1972-73	1973-74	1974-75
1. Under the Construction Safety Act	4536	4411	3387	1018	N.A.
2. Under the Trench Excavators' Protection Act	1616	2092	1726	493	N.A.
3. Total	6152	6503	5113	1511	N.A.

Direct inspections

1. As responsible inspector under C.S.A.	307	232	3499	41,330	59,540
2. As responsible inspector under T.E.P.A.	6	13	734	488	N.A.
3. C.S.A. inspections under Ministry of Labour Act	70	236	361	492	N.A.
4. T.E.P.A. inspections under Ministry of Labour Act	120	209	155	1	N.A.
5. Total	503	690	4749	42,311	59,540

Direct inspections under Regulation 214 (underground work)

Total inspections	9,860	11,041	12,994	44,846	59,540
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Other field activities

1. Investigations, etc.	835	819	1131	546	3985
2. Promotional calls, etc.	783	523	456	1798	395
3. Total other activities	1618	1342	1587	2344	4380

N.A. = Not applicable due to an enactment of the Construction Safety Act 1973 as of August 1, 1973.

Inspection Activities of Construction Safety Officers

Inspections where no written direction required

1. Under the Construction Safety Act	2285	2426	3965	22,206	38,616
2. Under the Trench Excavators' Protection Act	1515	2021	2158	773	N.A.
3. Under Regulation 214	2624	3174	2512	890	N.A.
4. Total	6424	7621	8635	23,869	38,616

Number of directions left

1. Under the Construction Safety Act	7089	6496	7745	43,850	50,885
2. Under the Trench Excavators' Protection Act	349	513	740	319	N.A.
3. Under Regulation 214	938	1020	984	223	N.A.
4. Total	8,376	8,029	9,469	44,392	50,885

N.A. = Not applicable due to an enactment of the Construction Safety Act as of August 1, 1973.

Underground Project Inspection Summary
April 1, 1974 to March 31, 1975

	Projects under Compressed Air	Completed during year	C/F to next year	Length of Tunnel feet		Projects under Inspection	No. of Inspections	No. of Directions	No. of Inspections with no Directions
				Less than 60" diam.	60" diam. and over				
Long tunnels	123	94	29	9,072	225,222	9	1,875	558	1,373
Short tunnels (under 50')	99	82	17	4,599	691	—	378	41	419
Jacked tunnels	46	41	5	3,130	3,948	—	228	23	217
Other underground structures	29	19	10	N.A.	N.A.	—	87	20	55
Totals:	297	236	61	16,801	229,861	9	2,568	642	2,064

Projects Under Compressed Air
April 1, 1974 to March 31, 1975

No.	Contractor	Location	Pressure		No. of Decompressions			Total	No. of Cases of Decompression Sickness
			Min.	Max.	Shift Workers	Supervisors etc.			
73/1	D'Amore Construction Limited	Windsor	13	14	121	22	143	—	
73/74	S. McNally & Sons Limited	Toronto	4	10	2,390	1,156	3,546	—	
73/86	Schwenger Construction Limited	Ottawa	8	19	6,034	1,281	7,315	2	
73/120	L. Belanger Construction Limited	Mississauga	13	20	4,169	986	5,155	2	
73/136	Ontario Underground Const. Limited	Toronto	8	12	3,955	1,371	5,326	—	
73/213	S. McNally & Sons Limited	Ottawa	9	14	215	91	306	—	
73/287	Schwenger Construction Limited	Ottawa	10	17	3,852	1,438	5,290	—	
73/318	S. McNally & Sons Limited	Ottawa	7	10	2,544	888	3,432	—	
74/65	Dibco Underground Construction Limited	Ottawa	4	10	194	116	310	—	
Total					23,474	7,349	30,823	4	

*Projects still in progress April 1, 1975.

Ethel M. McLellan
Executive Coordinator

The Women's Programs Division is responsible on a province-wide basis for coordinating existing and proposed policies and programs designed to improve the status of women throughout the province. The Office of the Executive Coordinator, Women's Programs, provides direction to the Women's Bureau and the Women Crown Employees Office.

The Executive Coordinator is the senior official in the government with the mandate to promote equal opportunity for women in the public and private sectors. The Executive Coordinator is a member of both the Ontario Status of Women Council and the Ontario Civil Service Commission. Appointment to these two bodies ensures that provincial government programs for women and the initiatives of the government as an employer are linked together and that access to the government service and the private sector in matters affecting women are coordinated.

In November 1974 the International Women's Year Office was established within the Office of the Executive Coordinator to administer Ontario's special programs and activities for International Women's Year. These have included: a meeting between the Premier and leading representatives from labour and management with a follow-up program to promote and encourage equal employment opportunities for women; recognition of outstanding women; grants to organizations for projects designed to improve the status of women; information units staffed by students to provide information about Ontario government programs which relate to the needs of women.

Marnie A. Clarke Director

The major focus of the Women's Bureau is the employment status, needs and concerns of women in the Ontario labour force. To inform women of their rights and responsibilities under law is a major challenge of the Bureau and demands effective communication through speeches, the media, telephone requests, referrals and publications.

The Bureau has phased out pilot programs as other institutions have undertaken similar responsibilities and is developing new initiatives to respond to the changing requirements of a growing female labour force. Thus, the Bureau is reducing its emphasis on career education for girls and young women as the Ministry of Education increases its efforts to provide leadership in improving the career counselling of high school students. The Bureau will continue the development of publications to assist teachers and counsellors in encouraging young women to consider a broader range of career opportunities.

The special employment needs of immigrant and native women is an area of concern which is being assessed to provide the basis of a new and effective program response by Bureau staff.

International Women's Year has provided the opportunity to launch a carefully designed program to assist Ontario corporations in the identification, training and promotion of competent women. Planning materials, an audio-visual presentation and a staff training program was prepared prior to the Premier's meeting with 360 labour, business and industrial leaders on February 18, 1975. At that meeting, the Premier urged those present to provide leadership in improving equal employment opportunities for women.

The mandate of the Bureau includes the examination of measures designed to improve the status of women in the labour force. This responsibility has involved the Bureau in the consideration and recommendation of effective labour legislation in cooperation with other branches of the Ministry.

While maintaining the major priorities, the Bureau has provided an advisory service to employees, employers, agencies and individuals on all facets of employment and related areas of concern.

Equal Opportunity in Employment

A special Affirmative Action Consulting Service to business and industry has been developed within the framework of the ongoing activities of the Bureau. Because an effective affirmative action program requires the firm commitment of senior management, the approach has been meticulously researched and carefully tailored to meet the needs and expectations of this group. Five consultants have been specially trained in this area. They will meet with corporate executives to discuss the need for affirmative action, and to outline a methodical and practical voluntary program for each company. Ongoing consultation will be provided as requested. A target group of 100 companies has been selected as being representative of a wide cross-section of Ontario employers in terms of size, industry and geographic distribution. It is expected that a minimum of one meeting will be arranged with each company during International Women's Year.

Legislation

The Bureau has participated in a steering committee to examine and recommend improvements in the legislation and implementation of the equal pay section of The Employment Standards Act. As a result of committee deliberations, a joint workshop was convened which included the participation of both Women's Bureau staff and members of the Equal Pay Team of the Employment Standards Branch. Follow-up literature was provided by the Bureau to all participants.

A committee to consider the concept of equal pay for work of equal value as recommended by the International Labour Organization's Convention 100 has also been established under the leadership of the Director of the Bureau. Members of the committee include representatives from the Legal Branch, Research, Employment Standards and the Women's Bureau. External members represent the academic community, labour and organizations with special responsibilities for improving the status of women. The committee will report its findings and conclusions in October, 1975.

Career Information and Education

The Career Information and Education program is a prevention-oriented service designed to encourage girls and women to improve and diversify their educational and training objectives consistent with their changing occupational outlook. Focus of the program is on stimulating long-range career planning among high school students.

During the past year a heightened awareness of the special counselling needs of young women was reflected in the accelerating amount of conference and seminar activity concerning this issue within the educational community. To meet the need for practical resource information for school guidance counsellors, the Bureau developed an information package made available, on request, to educators and counsellors. Bureau staff also provided a consultative service to a number of community organizations, notably Status of Women Committees attached to Boards of Education, which were similarly attempting to develop strategies to meet this need in guidance services.

Ongoing consultation with the Ministry of Education resulted in the issuing of a policy statement by the Deputy Minister of Education concerning the need for greater emphasis on career guidance for female students. This document, distributed to all Ontario secondary schools, represented the first stage of a joint initiative to provide needed leadership and support concerning this issue. The document was followed immediately by a mailing of Women's Bureau vocational guidance literature to all secondary schools and by a Ministry of Education workshop to develop strategies for implementing the stated policy.

In light of these developing initiatives on the part of the Ministry of Education, the Women's Bureau moved to restructure its activity in this program area to a more broadly based community service.

Immigrant, Low Income and Native Women

Early in 1975, the Bureau undertook to develop a new program of outreach to a diverse client group which includes immigrant, low income and native women in Ontario. The objective of the program is to provide

relevant information and referrals which will enable this client group to participate more fully in the changing status of women's economic and social life.

Early initiatives in this emerging program include the preparation of basic labour law legislation in the languages of the major immigrant groups and a research study which will provide a profile of the needs and concerns of immigrant women.

Advisory Services on Employment Counselling

Pre-employment counselling for women re-entering the labour force was offered as a direct service by the Women's Bureau from 1967 to June, 1974. During that time, nearly 3,000 women in the province received individual counselling. Based in Toronto, where the service was year-round, it was extended on a very limited basis to three other cities in Ontario, Windsor, Hamilton and London.

The long-range objective of the program, however, is to ensure that women in the communities across the province are assisted more effectively with employment preparation for re-entry into the labour force. Accordingly, it has always been high priority in this program to encourage and assist local institutions and agencies to provide employment counselling tailored to the needs of this group. In June, 1974, the one-to-one counselling service in the Bureau was discontinued so that the program resources could be directed solely toward this goal.

The Bureau held a one-day workshop in Toronto in November, 1974. The participants, representing many areas of the province, were drawn from those who were known to have had experience in the development and operation of employment counselling services in Ontario geared specifically to women. They were asked to evaluate the "Kit for Counsellors", materials developed for use by the Women's Bureau in assisting groups to set up these services.

Research and Communications

Two new publications were produced by the Bureau this year. One booklet provides information about Bureau services and a colourful brochure, "2 Out of 5" presents an up-to-date profile of working women in Ontario. Both "Labour Legislation of Interest to Working Women" and "Pregnancy Leave in Ontario" were revised and updated and a new film listing was developed to assist business, professional, voluntary associations and educational institutions in their program planning for women.

New films were selected and purchased for the Bureau's Resource Centre. Films on working women, their concerns, status and vocational choices were widely circulated throughout the province.

Demand for speakers from the Bureau greatly accelerated during the first quarter of 1975 and several hundred letters were answered providing legal and vocational information and referrals to women. Consultation was provided for a wide variety of external groups planning research projects, developing reports on the status of women and seeking information about affirmative action programs. Staff also assisted in the planning stages of conferences designed to assist women in the labour force or considering re-entry into work outside the home.

The Resource Centre provided information and circulated films on issues related to women in the labour force. Over two hundred members of the public visited and used the materials of the Centre for college, university, organizational and individual projects.

Katherine Eastham Director

The Women Crown Employees Office was established on April 1, 1974 to implement specific recommendations with respect to women employed by the Province of Ontario as outlined in the green paper "Equal Opportunity for Women in Ontario" presented in June 1973.

The Women Crown Employees Office is responsible for stimulating and facilitating career opportunities for women crown employees and monitoring equal opportunity for women in the employment policies and practices of the civil service, public service and crown agencies.

During 1974-75 the Office undertook the following activities:

1. Development of guidelines on affirmative action for women crown employees, recommended by the Civil Service Commission and approved by Management Board in September 1974 recommending five action steps for each Ministry and crown agency to follow.
2. Sponsorship of a conference "Women on the Move" in December 1974 to introduce the program to managers from Ministries and crown agencies.
3. Provided individual career counselling for 267 women employees.
4. Development of four career development workshops for women in the general services category, and training for Ministry personnel who will be adapting this model for in-house courses.
5. Participation in Civil Service Commission staff development and training courses:
 - a) current issues in managing the Ontario Public Service (OPS)
 - b) secretarial seminar
6. Development and distribution of a quarterly data-package comparing the salary, occupational distribution and hiring and promotion activity of men and women in the OPS.
7. Research and policy development concerning personnel policies that affect women e.g. pregnancy leave and benefits, rug-ranking of secretaries' salaries.
8. Day-care counselling for 134 working parents in the OPS.
9. In-depth "spot" monitoring of 50 job competitions to ensure equal opportunity.
10. Two-month sample survey of all competitions in the OPS to identify job areas where women are not applying, and also those areas where women are applying but are "screened-out" during the recruitment process.
11. Liaison with and technical assistance to Ministries and agencies as they established their affirmative action plans. The 25 women's advisors who have been appointed are responsible to their Deputy Ministers or agency heads to implement and monitor the action plan contained in the guidelines.
12. Co-ordination of the activities of the women's advisors via monthly business meetings and training seminars.
13. Distribution of information and literature concerning affirmative action for women.
14. Publication and distribution of a brochure, "What Do Your Interviews Say About You?", to sensitize recruiters about sexist interview techniques?
15. Co-ordination and collation of information for the first annual report on the status of women crown employees.

Thomas H.B. Symons**Chairman****R.W. McPhee****Director**

The Ontario Human Rights Commission is charged with administering The Ontario Human Rights Code. Both came into existence in 1962. The Code consolidated all human rights anti-discrimination, legislation passed by the Ontario Legislature since 1944 and was thereafter amended in 1965, 1967, 1969, 1972, 1974. It puts forward the principle that every person is free and equal in dignity and rights without regard to race, creed, colour, sex, marital status, nationality, ancestry, place of origin or age (40 to 65). The Code drew inspiration from, and upholds, the United Nations Universal Declaration of Human Rights.

Discrimination on the enumerated grounds is prohibited in specified areas of social activity: employment, housing, access to facilities and services available to the public, and related advertising.

The Code gives the Commission a mandate to investigate complaints in contravention of the Code, and enforces it, to develop and conduct educational and research programs to eliminate discriminatory practices, and to promote understanding and acceptance of and compliance with the Code. Hence the Commission carries out its mandate through a four-point program:

1. conciliation and enforcement
2. public education
3. community, race and ethnic relations
4. research

The Commission consists of a Chairman and six members. The permanent administration staff is headed by a Director with a staff of human rights officers. There are 30 professional staff and 12 clerical staff, plus four casual professional and one casual storefront office in downtown Toronto, there are 10 district offices in Hamilton, Kitchener, Windsor, Ottawa, Thunder Bay, Sudbury, Kenora, Sault Ste. Marie, Peterborough.

Statistics covering activities of the Commission are shown on the following table.

Total for Commission Functions 1974-75*Conciliation and Enforcement*

—"A" cases—those falling directly within Human Rights Code, with full legal remedy available, A-765
—"B" & "C" cases—those falling within spirit of Code with conciliation and use of good offices as only tools, B-394; C-264

*Inquiries and Referrals, 15,245**Community Relations*

—(Public education activities and community, race, and ethnic relations projects), 979

Conciliation and Enforcement

All complaints of discrimination in violation of the letter or the spirit of the Code which are taken are handled by confidential investigation and conciliation. Complaints are taken which violate the spirit of the Code even when the grounds of discrimination (race, etc.) are involved but the social area is not one of the four listed (employment, etc.) Human rights officers

investigate complaints and then use conciliation techniques with all parties to bring about a resolution in compliance with the Code.

The Commission also acts as an agency of last resort for numerous individuals with a wide variety of problems not related to the area of discrimination and which may be within the four social areas or others. Carefully arranged referrals are made to the appropriate government or voluntary body.

The total number of complaints handled since the Commission's inception was 6,730.

In the fiscal year, employment accounted for 67 per cent of complaints, housing for 12 per cent, public services and facilities eight per cent.

When a complaint cannot be resolved because of a lack of cooperation or for other reasons, the commission may recommend to the Minister that the sanctions provided by the Code be invoked: a public board of inquiry and pursuant procedures.

In the first fiscal year one board of inquiry was appointed. It was the first involving sex discrimination and the complaint was settled in accordance with the recommendations of the board of inquiry's report.

Public Education

The Commission communicates a knowledge of the Code as an expression of public consensus to the old majority and the ethnic and racial minorities. Public education programs are developed to eradicate attitudes of prejudice concerning races, nationalities, religions, women and workers over 40, because it is often prejudice which engenders acts of discrimination. Racial, ethnic, sex and age stereotypes and the phenomenon of stereotypes, are analyzed through seminars, workshops, conferences, speeches, broadcasts, exhibits, advertising and distribution of publications and periodicals. Community bodies involved are organizations of women, professions, management and labour, service clubs, churches, schools and ethnic associations.

In the fiscal year 1973-74 the Commission distributed 100,960 pieces of literature in seven languages, in addition to the regular mailings of the Commission periodicals. There were 3,460 requests for literature. Commission staff gave speeches and were involved in seminars and conferences for a total of 249 occasions. They participated in 59 broadcasts and media interviews, in 173 meetings and 154 consultations.

Salient public education activities included the production of a television commercial for the first time and an issue of the Commission newsletter providing a compendium of actual case studies, with all names omitted to maintain confidentiality. A brochure entitled "Dialogue on Race Relations" was produced for discussion groups; it combined a newspaper article written by the Director, the letters to the editor in response to it, and a series of suggested themes for discussion derived from the dialogue.

Conferences attended by Commissioners and/or staff included the annual meeting of the Canadian Association of Statutory Human Rights Agencies (CASHRA) at Winnipeg, the CASHRA-sponsored, week-long training session in Toronto, two Human Rights Ministers Conferences, the International Association of Official Human Rights Agencies, the (American) National Association of Human Rights Workers, and a consultation on human rights held under the auspices of the World Council of Churches in Austria. Three commissioners attended a conference on "Women on the Move: An Introduction to Affirmative Action for Women Crown Employees."

Community, Race and Ethnic Relations

Community relations problem-solving occurs where racial and ethnic tensions and conflicts appear in industry, neighbourhoods and schools, arising from Ontario's diverse population composition. The objective is to lower the level of tension, which might result in disorders and violence, through remedial action programs designed to promote racial and ethnic understanding.

Programs are conducted to acquaint majority and minority groups with their rights and responsibilities to achieve intergroup harmony. The Commission works with police and educational authorities, religious, labour, industry, and welfare organizations, in their relationships with minority groups. When there are broad, endemic discriminatory imbalances in employment situations, employers are encouraged and guided in initiating affirmative action programs. There were 277 community projects in the fiscal year; these included community problem-solving, community consultations and affirmative action projects.

The Commission provided services to recent immigrants in problems related to the Ministry of Labour's programs and to government at all levels through its downtown Toronto storefront office, Services for Working People. Direct assistance and referral functions are facilitated by the presence of multilingual counsellors. In the fiscal year the storefront office handled 5,600 cases, 9,333 telephone interviews and general calls, and 5,232 personal interviews. The largest number of problems dealt with employment standards matters, followed by problems with the Workmen's Compensation Board and the Ontario Health Insurance Plan. In all, 27 different categories of problems were dealt with, plus 194 "miscellaneous." Clients belonged to seven major language or racial groups. Languages used are Portuguese, English Italian, Spanish, Greek, Chinese, French. More than \$176,000 was received by clients as a direct result of action by the storefront office.

Some additional community, race and ethnic relations examples will be illustrative. A major on-going project arises from relations between Toronto police and immigrant communities. Work is done with the groups themselves and with the police through the Police Complaint Bureau, the Police College, in-service training courses and seminars arranged by the police community relations officers. Through these channels, Commission officers explain the role of the police in the Canadian way of life.

The community relations function was expanded into a formal specialized staff unit to respond to the increase in community problems. The unit brought the activities of the right-wing extremist Western Guard group to the attention of public opinion and relevant governmental bodies. Cooperation was effected with the Ontario Advisory Council on Multiculturalism, the Canadian Jewish Congress, the National Black Coalition, Catholics for Social Change, the concerned Members of Parliament. The Western Guard's actions were also brought to the attention of individual organizations of religious groups and voluntary human rights bodies with the suggestion that they express their reaction to the group being attacked, thus reassuring the latter and initiating dialogue.

Staff and commissioners played an active mediating role in a confrontation involving native people and the town of Kenora.

Research

Research projects are designed to provide new information on local situations or province-wide problems and changing social attitudes, as background for Commission action in its total program. In the fiscal year a research project was completed by the York University Sociology Department and submitted to the Commission. It is entitled "The Black Presence in the Canadian Mosaic: A Study of Perceptions and the Practice of Discrimination Against Blacks in Metropolitan Toronto."

D.F. Jones**Executive Director**

During the fiscal year 1974-75, the Labour Safety Council of Ontario continued its role of catalyst in encouraging new and improved approaches to safety and health in the occupational environment of the province.

The Council's work divided into the following areas:

1. Effective Delivery of safety and health programs:
The Council, its subcommittees and staff conducted inquiries into:

- a) proposals for amending The Industrial Safety Regulations to include logging;
- b) construction projects on mine sites;
- c) sanitary facilities on construction sites;
- d) coverage of hospitals under The Industrial Safety Act;
- e) use of stilts in the drywall and plastering industry;
- f) coverage for window washers under industrial safety legislation;
- g) working in isolation on construction sites;
- h) school buses used to transport workers;
- i) safety and security of loads transported by trucks;
- j) Ontario Building Code;
- k) institutional relationships between enforcement and educational elements in occupational safety and health;
- l) changes proposed in the training of crane operators;
- m) programs in safety-oriented first aid.

2. Task forces

Both members and staff of the Council contributed to the work of the Task Force on the Ministry of Labour. Council staff participated in the work of interministerial committees charged with the responsibility of making recommendations for the improvement in the delivery of occupational and environmental safety and health services in the province. The Council's Executive Director, on request of the Council, established and maintained liaison with Dr. James H. Ham, Commissioner of the Royal Commission on the Health and Safety of Workers in Mines. Council staff assisted in background research, attended hearings of the Commission and followed recommendations made during hearings. On request, the Council staff studied and offered constructive criticism on proposals for improvement in safety and health programs in jurisdictions outside Ontario, including the province of Alberta and the state of Wisconsin.

3. Information services

The Council's Safety Information Service continued development of its resources by increasing the range and updating the content of its library holdings. Collaboration with other resource agencies, both in Canada and abroad, was further strengthened.

The monthly listing of "Safety and Technical Selections" produced jointly by the Safety Information Service and the Ministry of Labour library, is now widely distributed and meaningfully contributes to the current awareness program of the Ministry.

Stocks of two updated editions of the publication
Stocks of two updated editions of the publication

"Safety in Ontario" have been exhausted and a 1975 edition is now being prepared for publication this fall.

Proceedings of the 1974 series of "Minister's Safety Conference" were published and distributed. An index of safety and occupational health related legislation in Canada has been compiled, printed and distributed.

4. Research

In addition to providing background information to Council and members in support of their tasks, the following formal research activities were conducted:

- a) human factors research was continued by Dr. J. Brown of the University of Toronto and Dr. A. Rauf of the University of Windsor;
- b) the Council's staff was instrumental in initiating a pilot project to examine potential sociological problems of the rural-urban interface experienced by Italian immigrants in Ontario's industrial society. It is anticipated that solutions will be defined to some problems related to safety education, accident prevention, rehabilitation and retraining of injured workers. Professors S. Sidlofsky and S. Hellman of the Universities of Guelph and York, respectively, were commissioned to conduct the sociological research. A steering committee and a community advisory committee, composed of representatives from Ontario's Italian community, the Government of Canada, the Government of Italy, ministries of the Ontario government, and chaired by the Executive Director of the Employment Services Division, Ministry of Labour, have been meeting since September 1974 to identify problems and their potential solutions within the scope of this inquiry. It is anticipated that information and methodologies obtained from this common effort will be utilized in improving programs for other interested immigrant groups as well.

The Council's staff attended numerous conferences related to safety, health and human factors in order to maintain their awareness of current events in the field. Council member K.A. Valentine of the United Steelworkers of America attended the Bucharest International Symposium on Practical Application of Ergonomics (ergonomics is a multi-disciplinary approach to solving the problems of the man-machine interface) at the request of the chairman.

J.R. Kinley Director

The Research Branch does analytical work necessary to the development and evaluation of labour policy and legislation and supplies information pertaining to labour in Ontario. The Branch is concerned with the research needs of both the government and the public on matters related to the Ministry's legislation and programs. Important among these are wages, working conditions, safety, barriers to employment of particular groups, analysis of labour shortages and surpluses and their implications for government policy, employment termination practices, job satisfaction and many aspects of labour organization and collective bargaining.

Analytical Work

During the 1974-75 fiscal year, the Branch substantially extended its analytical work in the areas of labour market information and human rights and maintained its already heavy commitments to working conditions, safety and labour relations. Some of the major projects worked on during the fiscal year are mentioned in the following paragraphs.

Labour Relations

In this area, the Branch maintains many on-going programs. The changes made during the year mainly involved improvement of output rather than major new developments. One exception was the introduction of a Bargaining Information Series, short reports designed to be directly useful to the parties engaged in contract negotiations. These reports are based on recent developments in collective agreements. Some of the topics already covered have to do with cost-of-living provisions, vacation and holiday arrangements and insured benefits. In each case, the report presents specific information such as service requirements for a given vacation period, the number of paid holidays or proportion of insurance premium paid by the employer.

Much of Ontario's labour relations legislation was under review during the fiscal year and the Branch participated in this. It supplied the research staff of the Industrial Inquiry Commission which investigated various aspects of hospital labour relations, and took direct responsibility for much of the background information needed in developing proposed amendments to The Ontario Labour Relations Act. This work focused on Labour Relations Board practices and the experience of newly certified bargaining agents in obtaining first agreements, but it also involved some more general evaluation of collective bargaining as practiced in Ontario. The Branch contributed to the development of legislation pertaining to collective bargaining by school teachers in Ontario; this was done through consultation supplying detailed information from other jurisdictions and on bargaining practices to the responsible committee.

Before the review of The Labour Relations Act began, a series of studies was in preparation that are attempting to explore the nature and importance of barriers to worker organization. None of the reports in this series became available during the year, but one that discusses the level of employee support required to secure certification was completed and another on the relationship of unfair labour practices to successful organization was in progress. Also under way was an analysis of strike activity in Ontario.

Standards

Much of the work had to do with the evaluation and development of employment standards. A major resource commitment was made to assessing the impact of removing or revising exemptions from The Employment Standards Act. It involved contact with the groups that might be affected and resulted in many modifications of the legislation. The most extensive of the assessments had to do with farm workers. It consisted of a survey of wages and working conditions of farm employees and extensive evaluation of how the introduction of wage hours of work and other standards would affect various segments of the agricultural industry. All of this work was done in close co-operation with The Employment Standards Branch and, in some instances, the Women's Programs Division.

A reassessment of the termination of employment provisions of the Act was completed. During the first two-thirds of the year, studies were made of: termination legislation in other industrialized jurisdictions, the appropriateness of various termination concepts in the Ontario environment, success in the re-employment of redundant workers, and an extensive examination of the experiences of employees and employers that had been affected by the termination provisions of the Act. This work formed the background against which a committee composed of Research and other Ministry personnel developed proposals for legislative revision. Much of the background material is summarized in a Branch publication entitled "Redundancy and Re-Employment Success" which appeared as number 11 in the Employment Information Series.

The Branch is continually involved in efforts to ensure employment standards are maintained at appropriate levels; this activity is particularly demanding with respect to the minimum wage. The level of the minimum wage was reviewed twice during the fiscal year and these reviews supplied background for upward adjustments of the rate on October 1, 1974 and May 1, 1975. The supporting papers used, for the first time, information generated by the Branch on the characteristics and location of low paid workers that made possible much better informed assessments of how the minimum wage should relate to other forms of income support. Most of this material became generally available in two papers released in the Employment Information Series entitled "Characteristics of Low-Wage Workers in Ontario, number seven" and "The Incidence of Low-Wage Employment in Ontario by Industry, number ten".

With respect to working time standards, the principal chore undertaken explored the application of the statutory holiday provisions of The Employment Standards Act in situations where compressed work arrangements are in effect. The problem is the fact statutory holiday provisions of the Act are based on the usual working time arrangements of approximately eight hours a day and 40 hours per week, and compressed arrangements tend to make a standard designed on this basis inappropriate. Also, a study was begun of the effects of the changes in the Act providing for an overtime rate of pay of time and one-half after 44 hours instead of 48 hours per week.

Associated with the work required to monitor the appropriateness of standards was a contribution made by the Branch to a paper being prepared by the C.A.A.L.L. Statistics and Research Committee. This paper will attempt to present in highly readable form,

the findings of recent research on low-wage employment in Canada. The Branch's contribution had to do with:

- a) the impact of minimum wage changes on price levels and wage structures,
- b) the implications of wage-related as opposed to cost-of-living-related indices in determining minimum wage adjustments, and
- c) recent changes in the real incomes of minimum wage earners.

Surveys were undertaken in cooperation with the Employment Standards Branch that were designed to provide information on the impact of the wage, hours of work and overtime standards in industries where the standards are understood to have an extensive impact. The results of these surveys are used in making various program and policy proposals.

Innovative Work Arrangements: In addition to supporting the legislated standards, the Branch endeavours to make available information on innovative work arrangements that are intended to improve conditions of employment. Important in this work were several case studies of efforts made in Ontario to make work arrangements more satisfactory. The cases prepared covered a variety of employment situations in banking, retail trade, and manufacturing establishments. One was published during the year and others will be forthcoming. Other information made available on innovative work arrangements include an analysis of compressed and flexible work hours in Ontario, a study of trends in part-time employment that indicates where and when such employment is available, and who undertakes it, and, finally, the releases in the Employment Information Series of a report prepared in the previous year entitled "Employee Attitudes Toward Compressed Work Schedules in Ontario, number six".

Human Rights: During 1974-75, the Branch increased its service to the Human Rights Branch over what had been provided in previous years. A major part of this was a project that identified the information requirements necessary to monitoring, planning and providing operational control for the human rights program. The chore involved extensive interaction with Human Rights staff and resulted in the development of various measures of human rights work that will permit the Branch to better assess its performance. Also, assistance was given in connection with complaints of professionally trained immigrants related to the validity of their qualifications in Canada, and through providing data on ethnic profiles of the population of various communities and areas in Ontario.

Safety

The Branch's work on safety also reflected the close coordination of research with the activities of the operating branches. To assist the Construction Safety Branch in implementing a results-oriented approach to management, an extensive analysis of the incidence of injuries in the construction industry in Ontario was undertaken. The work focused on describing and interpreting accident, compensation payment, and assessment trends in the industry, along with projections of levels of activity and employment.

describing and interpreting accident, compensation payment, and assessment trends in the industry, along with projections of levels of activity and employment.

A second area of assistance had to do with the development of safety legislation. The tasks undertaken to support this included a review of existing legislation to identify gaps in coverage. To throw further light on this question, a paper was prepared on the 1973 work-related fatalities based on the allowable fatal claims filed with the Workmen's Compensation Board of Ontario. This was intended to identify problem areas that should be considered in any new approaches to safety legislation.

Additional work on fatalities, that has as its primary purpose an improvement in program administration, resulted in the preparation of a report that describes the personal characteristics of workers involved in fatal construction accidents and the circumstances of the accidents with respect to the type of construction, the time they occurred, and the location. The report is to be published.

Finally, a substantial amount of background work was done with respect to some of the principal problems that arose in the area of work safety during the year. Two of these had to do with the use of blue asbestos in manufacturing and construction processes, and the role of safety committees in Ontario mines.

Labour Market Information: In response to widespread demand by the government for better information on the state of the labour market, the Branch undertook at the beginning of the fiscal year to develop an approach to monitoring imbalances between labour supply and demand. A conceptual framework and methodology were prepared and the required data base developed; the latter is an extensive and continuing activity. However, the most essential information has been made available by Statistics Canada in the form of job vacancy data for Ontario and by the Unemployment Insurance Commission in the form of data on claimants. Based on this and other less critical information, the Branch has planned to produce quarterly reports for the government's internal use on the current and projected state of the Ontario labour market—province-wide and by region. The monitoring activity will have many other outputs, some of which will be published.

A great deal of developmental work pertaining to manpower information was undertaken by the Branch or involved the Branch's participation with other agencies. Particularly demanding on staff time was the preparation of various committee reports initiated by the OMCC. One of these attempted to lay out clearly the labour market information needs of the Ontario government. The work was in progress through most of the year and two members of the Branch's staff made major contributions to it. Another matter that required somewhat similar attention was the apparent inconsistency in the high level of unemployment and the simultaneous occurrence of a high level of job vacancies through much of 1974. Work was done to explain this phenomenon, and it resulted in a widely discussed report entitled "The Paradox of Unemployment and Job Vacancies: Some Theories Confronted by Data, number nine", published in the Employment Information Series. Some other activities

of the sort discussed in this paragraph had to do with community employment strategy, career development, training, the Federal-Provincial Manpower Needs Committee along with its sub-committee on immigration.

The Branch made major resource commitments to the exploration of the manpower implications of several very large investment programs in the Province. Outstanding among these was the work on projected investment in energy sources, the industrial developments on the north shore of Lake Erie and several projects in north-western Ontario. The work done formed a basis for policy advice to the political level of government and supported several programs that were intended to ease the manpower adjustment problems associated with the investments. A somewhat more detailed case study had to do with manpower in the food processing industry. This was undertaken at the joint request of the Ministry of Industry and Tourism and George Brown College. It is intended to provide information on what sorts of skills will be needed in the food processing industry in the future; the results should be available during the 1975-76 fiscal year.

As in other areas of the Branch's work, high priority was given direct support to the Ministry's operating programs. This involved the collection and presentation of information on the number of mass lay-offs that occurred in Ontario and the workers affected by them. The information is needed by the Employment Adjustment Service. Similarly, a special survey was done on lay-offs in the auto industry. Initially, this survey was an attempt to explain the sharp rise in unemployment between December 1974 and January 1975, and related to both the big four automobile manufacturers and the auto parts suppliers. The project has continued with respect to the four major companies because of their important contribution to employment in Ontario and consequent impact on the labour market. In addition, work was done to meet the needs of the Construction Industry Review Panel for data on manpower requirements and supplies in the construction industry. This involved evaluation of an earlier forecast and development of new approaches in conjunction with other Ministries.

Associated with the efforts to obtain better manpower forecasts, extensive assistance was given to the Department of Manpower and Immigration in preparing its COFOR projections of manpower requirements in Ontario to 1985, and a monograph was published entitled "Some Concepts and Methodologies in Manpower Forecasting."

Information and Statistical Activities

The Branch is a major supplier of labour information. Approximately one-third of its 50 staff members are employed full-time in collecting and making available information on trends and developments pertaining to labour. Important in these activities are the services of a general labour library and a substantially complete collection of Ontario collective agreements.

The research library contains more than 35,000 books, periodicals, research studies and news releases. During the year, the library acquired more

than 6,000 monographs and processed nearly 16,000 serial publications. Approximately 1,000 items were circulated monthly in the Ministry and about 150 to users outside the Ministry. During the year, 2,600 inquiries for information were processed, evenly divided between ministerial staff and the public, and approximately 21,000 items were borrowed.

The number of requests from the library selection service continued to expand during the year. It resulted in 5,200 direct requests for articles and 1,800 for books. The interlibrary loan service provided by the library processed over 800 requests. The library prepared several special bibliographies on such topics as women, human rights, recent innovations in work scheduling, and industrial arbitration in Canada.

The collective agreements library, which is open to the public, attempts to acquire all agreements negotiated in Ontario which covers about 1,090,000 employees. At the end of 1974, there were 6,165 current agreements on file pertaining to industries other than construction and 279 pattern-setting construction agreements covering 100,000 workers.

The collective agreements library serviced a total of 2,252 borrowers. Of these, 1,757 were Ministry personnel and 485 were from outside the Ministry. Principal users were members of the unions, employers, the Labour Relations Board and the Research Branch.

While users have direct access to the collective agreements, they can obtain extensive information on a large number of agreements through a computerized data bank. The bank contains information identifying each contract by union, term, bargaining unit size, etc., for all agreements filed, and data on the administrative and working conditions provisions for approximately 1,600 of these contracts, including all of those covering 200 or more workers. Extensive use was made of this service during the fiscal year and the data formed the basis of a number of reports that set out bargained wages and working conditions in hospitals, the construction industries, and municipalities.

The report on labour contract settlements, carried out jointly with the Canada Department of Labour, and the information on the rate of wage change extracted from these were in demand during 1974-75. To improve the service, the Branch began reporting the rate of wage change data separately for contracts that contain cost of living provisions and those that do not. In addition, the information is now provided to conciliation offices monthly.

All members of the Branch take part in providing information service and several have special responsibilities for receiving and responding to questions originating from within the government and the public. Some of these responses may be given directly on the telephone, but frequently they require the preparation of written or statistical material to assist the worker, employer, or other persons making the inquiry.

D.J. Morgan
Executive Director

Following government reorganization in 1972, the Administration Division assumed responsibility for all branches of the Ministry providing support programs for the operating branches. These branches are Finance, Personnel, Administrative Operations, Systems and ADP, and Information Services.

G.A. Webster
Director

The Finance Branch provides a complete financial service for the Ministry. Duties and responsibilities include the compilation, submission and control of revenue and expenditure budgets, preparation of the payroll, processing of accounts for payment and submission of claims under cost-sharing agreements.

The Branch's activities are undertaken by the following sections:

1. *Accounts section:* provides accounting service for the entire Ministry, including payment of all accounts; preparation of payroll; development, installation and supervision of new financial systems and accountable warrant fund.
2. *Budget section:* compiles estimates, control and reports on expenditures; prepares monthly financial reports and statements.
3. *Revenue section:* maintains and services accounts receivable system; receives cash and prepares analyses of receipts.

The following figures indicate the extent of the year's financial activities:

	General Expenditure	General Revenue
Ministry		
Administration	\$ 3,773,356.51	\$ 138,121.72
Occupational Safety	4,422,530.62	2,254,423.17
Industrial Relations	2,451,462.29	3,125.20
Human Rights		
Commission	846,281.64	1,808.96
Employment Services	2,273,124.80	93,801.61
Women's Programs	416,583.54	50.00
	<u>\$14,183,339.40</u>	<u>\$ 2,491,330.66</u>
Disbursements and Charges	<u>\$ 3,700.77</u>	
Receipts and Credits		<u>\$ 31,585.35</u>

N.E. Mayne
Director

The Personnel Branch had a complement of 14 during 1974-75 consisting of seven professional and seven secretarial/clerical support staff allocated as follows: Branch administration—one professional and six secretarial/clerical; recruitment—two professional and one secretarial/clerical; classification—two professional and typing support from Branch administration; staff development—two professional and typing support from Branch administration and employee counselling—one part-time professional and typing support from Branch administration.

Classification Summary 1974-75

The classification section provides consultative service to management on organizational planning and development and is responsible for the proper compensation of all positions in the Ministry. During the fiscal year 1974-75, the following were our major areas of involvement:

Research Branch

A review of the organization was completed with changes made in the senior supervisory area and in the clerical support section.

Ontario Labour Relations Board

In addition to the review by Management Board analysts in 1973-74, a further organizational review was undertaken by outside consultants. This resulted in a major re-organization of the Board both in the field and in clerical areas.

Industrial Safety Branch

A change in the organization was completed with the addition of two senior supervisory positions in the field administration area.

Employment Standards Branch

The organization was reviewed and changes were carried out in the field administration area.

Ontario Hospital Inquiry Commission
position survey

The classification section co-ordinated the initial job surveys in five regions throughout the province. This was in support of the data contained in the Report of the Ontario Hospital Inquiry Commission.

Integrated Personnel, Payroll, Employee Benefits (IPPEB)

The classification section has assumed a major role in the testing and input into the IPPEB system in conjunction with the payroll section of the Finance Branch. This has resulted in an extensive review and updating of basic data information on file in the Personnel and Finance Branches.

Classification Section Statistics 1974-75

Total C.S.150s, 30
Total C.S.6150s, 43
Total new and/or revised Organization Charts, 7
Total Consultative Interviews Approx. 90 annually

Staff Development Summary 1974-75

The staff development section is responsible for the training and development activities of the Ministry involving in-house, Civil Service and external resources:

In-house

The purpose of the Ministry in-house program is to provide a central core of courses covering the skills and knowledge that are common to many parts of the Ministry. Activity in this area during 1974-75 involved operating and revising five existing programs and developing three new programs.

The statistics for attendance at the existing programs are as follows: Business English Course, 25; Telephone Answering Workshop, 76; Typewriter Maintenance and Operating Workshop, 28; Effective Speaking Course, 40; Orientation Course (Toronto), 274; Orientation Course (Out of Toronto), 157; Orientation Course (Summer Students), 87.

The Ministry also held a course in transactional analysis (interpersonal relations) for field officers. This program will probably be incorporated into the normal in-house course schedule.

In addition, the Ministry completed the necessary developmental work for two other courses to be conducted and evaluated in 1975-76, i.e. (1) interviewing skills workshop for field supervisors, (2) "Write What You Hear" course (listening-writing skills) for field officers.

Civil Service

Attendance of Ministry employees at Civil Service Commission courses more than doubled over the previous fiscal year despite the fact that 1974-75 was the first year of complete "charge back". Forty-seven employees attended Civil Service Commission courses with the main areas of concentration being management development I and II, management by objectives, public speaking, instructional techniques, secretarial seminar, problem employee seminar and file supervisors seminar.

The Ministry continued to support the Civil Service French language program with five staff members enrolled in the immersion courses and two enrolled in the evening courses.

External

The attendance of Ministry staff at conferences and seminars sponsored by outside organizations decreased by 50 per cent over the previous fiscal year. Forty-five employees attended a variety of courses in management, personnel administration, human relations and safety sponsored by such organizations as York University and the Universities of Toronto and Waterloo, management consulting firms and professional associations. The reduced attendance at such courses appears to be due to their high cost, and the availability of alternatives such as Civil Service Commission courses and evening university-level courses.

Attendance by Ministry staff at community colleges and university-level evening programs increased by almost 60 per cent over the previous fiscal year. Approximately 20 per cent of these employees were attending work-related courses such as supervision or administration while the other 80 per cent were pursuing long-range career goals by way of university degrees or community college certificates or diplomas. This increase in attendance resulted in 145 educational counselling interviews being conducted by the staff

development section (a 400 per cent increase over the previous fiscal year). The Ministry continued to provide financial reimbursement to employees completing such courses, with 50 per cent and 75 per cent reimbursements predominating.

Special Programs

The staff development section continued to operate various charity campaigns for the Ministry, such as the cancer/heart campaign, the blood donor clinic, and a very successful United Appeal campaign.

Recruitment Summary 1974-75

The Ministry, under the complement constraint programs, experienced a net staff reduction of 24 positions in this fiscal year. This was achieved with no serious displacement of individual staff members. The commitment did, however, result in the termination of the Ministerial waiver program which involved the utilization of complement vacancies throughout the Ministry. The student program in the Ministry provided a 55 per cent increase in the number of summer jobs available to students. Of a total of 233 students hired, 142 were required to staff three programs funded by the Youth Secretariat of the Ministry of Culture and Recreation. In preparation for this expansion, this office designed and produced a more functional application form and a special payroll procedure involving time sheets and new contracts. In administering the program, 4,500 applications were processed.

The increase in the number of internal competitions initiated by the introduction of directive D-214A (amended) in the 1973-74 fiscal year, continued throughout the 1974-75 fiscal year. During this period, the Branch continued to experience difficulty in satisfying the demand for stenographers and typists in this Ministry.

Program Statistics

Number of competitions run	122
Number of applications handled	6,786
Number of interviews held	902
Number of persons hired	184
Number of persons hired under Ministerial waiver	9
Number of advertisements placed externally	48
Number of regular summer student applications received	650
Number of regular summer students hired	91
Number of applications handled for Youth Secretariat	4,200
Number of students hired for Youth Secretariat Programs	142

Employee Counselling Summary 1974-75

Exit Interviewing Program

During the fiscal year, some 112 employees left the Ministry. Of this number, 100 were interviewed in this office or, in some cases, by telephone at their homes or at the District Offices.

The employees' reasons for leaving are listed below

To take a better paid job	27
Moving to other locations	12
Because of home responsibilities	12
Unsuitable for the position	11
Unacceptable performance	9
To continue their education	8
Retired on superannuation	5
Job for which hired completed	5
To enter their own business	3
Because of ill health	3
Maternity	3
Dissatisfied with job	3
Retired on disability	3
Early retirement	2
To travel	2
No reason given	2
To take contract job	1
Abandoned job	1
	<u>112</u>

A year ago, there seemed to be a trend among younger employees to move from one location to another where they thought prospects for promotion were better. This year, however, very few were moving for this reason. The interviews with these people indicate that the relationship between the supervisory personnel and employees is very good.

The reason given by 27 employees who left for better paying jobs indicated a relationship between salaries and cost-of-living because these employees did not appear to have any other reason for leaving and, in general, seemed satisfied with their work.

General Counselling

During the year many personal problems were brought to our attention for discussion and attempts at settlement. Following is a list of some of the problems and persons which the counsellor has dealt with:

- information regarding Canada Pension
- information regarding pensions and Long Term Income Protection Insurance (LTIP)
- problem employees, some of whom required psychiatric treatment
- disability cases of employees who required pensions, medical treatment and hospitalization
- housing problems
- employees whose illness did not qualify them for LTIP
- alcoholism
- office conditions, both physical and personal
- compulsory medical examinations
- obtaining assistance for pensioners
- staff problems dealing with relationship between supervisors and employees

During the year there were eight deaths. The Personnel Branch assisted in the settlement of estates and assistance was also offered to survivors of these deceased employees and to employees with terminal illnesses.

Assistance was provided to employees who were retiring because of disability and age, in addition to LTIP and mandatory referral cases. Most LTIP insurance settlements have been made satisfactorily and promptly.

The program of visiting the ten district offices once a year was continued so that every employee would have the opportunity to discuss any problems he/she might have.

During the year 1974-75 we continued our pre-retirement program dealing with retirements of our own employees. Six meetings were held at which income, housing, health and many other problems dealing with retirement were discussed. The thirty employees who participated were employees sixty years of age or over, and those who retired subsequent to the meetings did so with a minimum of confusion and clerical participation.

T.F. Carter Director

Under the general direction of the Executive Director, Administration, the Director of the Administrative Operations Branch is responsible for providing the following support services: purchasing, inventory control, supply and warehousing, reproduction and copying, mail distribution, accommodation, transportation services, communications and records management.

The Branch also administers 10 district offices for the support of Ministry programs in the province. District offices are located in: Hamilton, London, Ottawa, Thunder Bay, Sault Ste. Marie, Kenora, Sudbury, Kingston, Kitchener and Windsor.

During the fiscal year 1974-75, the Branch employed the following personnel: one assistant director, one purchasing officer, one records services manager, one supervisor of stores and reproduction, nine district office managers, and 59 clerical, stenographic and technical staff.

The reorganization of the Committee on Government Productivity brought about a movement of branches from Ministry to Ministry and physical relocation of many of these branches. Number 400 University Avenue now houses segments of four other ministries besides the Ministry of Labour. This Branch took over the supply of many support services needed by these other ministries.

In the field offices, the Committee on Government Productivity reorganization resulted in the transfer of three safety and technical branches to the Ministry of Consumer and Commercial Relations and one branch (Manpower Training) to the Ministry of Colleges and Universities. By agreement with these Ministries, we continue to support some of their employees in our district offices.

W.H. Lehman
Director

The function and formation of the Systems and Automated Data Processing (ADP) group in the Ministry of Labour has not changed significantly over the past year except for a continued growth into new areas of involvement and, consequently, workload. The type of service provided to these client groups consists of feasibility studies, systems design, programming, implementation, data capture service, computer processing, edit and quality control functions.

Total staff has remained stable at the 36-37 level. At present, 25 are Ministry of Labour personnel, nine systems and programming personnel are on contract from the Ministry of Government Services, and two from a consultant agency. The situation on contract employees can, of course, change depending upon workload, priorities and budget.

Growth in new areas consists of two major systems being designed in Labour, one for the Employment Standards Branch and the other for the Construction Safety Branch, plus one in the planning stage for the Employment Adjustment Branch. In addition, we were involved with 43 separate projects for the Research Branch which accounts for some 50 per cent of the Labour budget for Systems and ADP support. This Ministry continues to support some areas in the Ministry of Colleges and Universities and Consumer and Commercial Relations. Total budget is in the area of \$1,000,000 with approximately \$300,000 being recovered from the other two Ministries.

The following list is of known specific areas of involvement:

Ministry of Labour

- Research
- Finance
- Construction Safety
- Industrial Safety
- Human Rights Commission
- Employment Standards
- Employment Adjustment
- Software
- Special

Ministry of Consumer and Commercial Relations

- Boiler Inspection
- Boiler Tracer
- Elevator
- Operating Engineers
- Energy Facilities
- Energy 2 year Renewal
- COBIS
- Finance
- Special

Ministry of Colleges and Universities

- Manpower Training 2 year Renewal
- Manpower Training Apprenticeship
- Finance
- Special

As far as workload is concerned, there are some quite significant results brought about by the installation of a terminal connected to the Queen's Park Computing Centre and the development and use of extensive software packages to reduce custom programming efforts.

For example:

	1973/74	1974/75
Input		
(punched cards)	1,650,000	1,662,490
Jobs submitted	5,360	8,010 (6121 via terminal)
Output		
(lines printed)	29,000,000	79,938,250 (13,786,000 via terminal)

Since there are over 180 different types of reports being produced on a regularly scheduled basis for a variety of clients, quite apart from special research projects, it is obvious that this increased output would not have been possible without terminal facilities. In fact, in order to meet present demands, the terminal capability must be improved.

J.W. Preiner

Director

The Information Services Branch is responsible for communicating various aspects of labour legislation and programs to Ontario citizens, the news media and other areas of government. The Branch also assists other branches with their publicity requirements through the assignment of information officers to the individual branches in order to assess branch communication needs and carry out communication plans.

During 1974-75, Branch activities included province-wide displays and exhibitions, advertising campaigns, audio-visual services, seminars, meetings and conferences, and handling telephone and written requests for information from the media, the general public, unions and management.

Editorial Program

The Branch prepared and issued a number of pamphlets and booklets on behalf of various branches. These included:

- a) two pamphlets for the Women Crown Employees Office: one describing the Office itself entitled "A place for action and a plan for action", and a second entitled "What Do Your Interviews Say About You?";
- b) two pamphlets for the Ontario Human Rights Commission, one on human rights in Ontario, and one concerning employment and human rights;
- c) a set of pamphlets to mark International Women's Year, plus a poster;
- d) translations of certain Construction Safety Branch information into Italian, French and Portuguese. These became available for distribution at the start of the fiscal year;
- e) "The Directory of Safety and Health Legislation In Canada" for the Labour Safety Council.

Meetings and Exhibitions

The Branch assisted in the planning and arrangements for a number of meetings and seminars conducted by the Ministry. The major events were:

- a) Premier's conference on equal opportunity in employment at the Hyatt Regency Hotel, Toronto, in February 1975, involving over 300 people, 75 per cent of whom were from the business sector;
- b) the visits of the task force on the role of the Ministry of Labour to the district offices for feedback on the task force's recommendations, November and December 1974;
- c) Information Officers' forum at Kempenfeldt Bay, Ontario, in May 1974 on the general theme "Is Anyone Out There Listening?";
- d) a wide range of meetings for Industrial Safety Branch, Construction Safety Branch, Employment Standards Branch, and Women's Program Division in which the Information Branch acted in a co-ordinating capacity.

In addition, a display informing the public about activities of the Ontario Human Rights Commission and of human rights in Ontario was featured at the Central Canada Exhibition, Ottawa; the Canadian Lakehead Exposition, Thunder Bay; and the Western Fair, London.

Advertising

The following advertising programs were carried out: a) for the new Employment Standards Act, 1975, in newspapers, January 1975;

b) for the principle of equal pay for equal work, on radio and television, in the spring of 1974;

c) for the Human Rights Branch, on television in the spring and fall of 1974;

e) information: radio announcements one week prior to regional exhibitions (Thunder Bay, June; Ottawa, August; London, September).

Summer Program

The Student Program Providing Information on Employment Rights to the Labour Force (SPIEL) was transferred to the Employment Services Division in 1974. However, the Information Branch continued to be involved by helping co-ordinate SPIEL's work at the International Marketplace in the Dufferin Mall in June 1974.

As well, the Information Branch assisted in co-ordinating the summer student program in the Construction Safety Branch. The Branch designed and printed an orientation pamphlet for this program.



Ontario
Ministry of
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Publications

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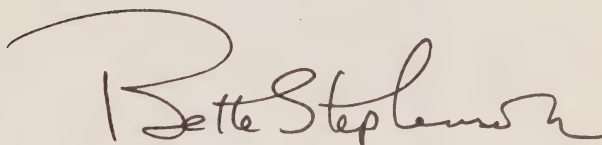
Annual Report
1975-76



**To Her Honour
The Lieutenant-Governor in Council**

May it please Your Honour:

The undersigned has the honour
to present the 57th Annual Report
of the Ministry of Labour
for the fiscal year ending March 31, 1976
All of which is respectfully submitted.

A large, fluid handwritten signature in dark ink, reading "Bette Stephenson". The signature is written in a cursive style with a large initial "B" and a long, sweeping underline.

Hon. Bette Stephenson, M.D.
Minister



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D.J. Morgan
Executive Director

The Administration Division is responsible for providing administrative support for the operating branches of the Ministry. The support activities consist of Finance, Personnel, Systems and EDP, Administrative Operations and Internal Financial and Management Auditing.

G.A. Webster
Director

The Finance Branch provides a complete financial service for the Ministry. Duties and responsibilities include the compilation, submission and control of revenue and expenditure budgets, preparation of the payroll, processing of accounts for payment and submission of claims under cost-sharing agreements.

The Branch's activities are undertaken by the following sections:

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2. *Budget section:* compiles estimates, control and reports on expenditures; prepares monthly financial reports and statements.

3. *Revenue section:* maintains and services accounts receivable system; receives cash and prepares analyses of receipts.

The following figures indicate the extent of the year's financial activities:

	<i>General Expenditure</i>	<i>General Revenue</i>
Ministry		
Administration	\$ 4,603,824.55	\$ 665.38
Occupational Safety	5,310,864.96	3,724,841.77
Industrial Relations	2,706,545.22	4,459.98
Human Rights		
Commission	937,414.28	12.31
Employment		
Services	2,411,519.01	2,721,182.06
Women's Program	639,457.95	6.75
	<u>\$16,609,625.97</u>	<u>\$6,451,168.25</u>
Charges	<u>\$ 2,557,058.24</u>	
Credits		<u>\$ 39,828.11</u>

N.E. Mayne Director

The Personnel Branch had a complement of 12 during 1975-76 consisting of seven professional and five secretarial/clerical support staff. The Branch operates on a Specialist basis with two recruiting officers, two classification officers and one training officer, augmented as required by part-time Specialists.

Classification Summary 1975-76

The classification section provides consultative service to management on organizational planning and development and is responsible for the proper compensation of all positions in the Ministry. During the fiscal year 1975-76 the following were our major areas of involvement:

Labour Services Division

Due to the re-organization of the largest division in the Ministry, incorporating the Industrial Safety, Construction Safety, Employment Standards and Employment Adjustment Services branches, the Classification Section has spent and will be spending a considerable portion of its time in this division. This will involve the preparation of organization charts, writing specifications, evaluating and classifying positions. Part of the re-organization has been established in the form of a pilot project in the South West region of the Province.

Human Rights Branch

A major change in the organization was completed with new supervisory positions being established. This involved a significant change in responsibilities assigned to positions resulting in several new specifications being prepared.

Research Branch

Additional reviews of this organization are being undertaken in the senior supervisory areas with reviews of the clerical support function still to be completed.

Women's Programs Division

A review of all the technical/professional positions in the Women's Bureau and the Women Crown Employees Office was completed with some minor changes effected in the re-organization.

Administrative Operations

Concurrent with the re-organization of the Labour Services Division some of the District Offices were transferred to the South West Region. This required a minor change in the organization of the District Office section of the branch. Additional organization changes and re-assignment of responsibilities are planned for the Branch.

Integrated Personnel, Payroll, Employee Benefits (IPPEB)

A considerable portion of this section's time has been spent in facilitating the Ministry's conversion to the IPPEB system.

Classification Section Statistics

CS-150s, 34

CS-6150, 49

New and/or reused Organization Charts, 6

Consultative interviews, approx. 90 - 100 annually

Staff Development Summary 1975-76

The staff development section is responsible for the training and development activities of the Ministry including in-house, Civil Service and external courses.

In-House Courses

Attendance at in-house courses was down almost 50 per cent as compared to 1974-75 (321 vs 600) largely because of two factors:

1. The Ministry re-organization made two of the major in-house courses outdated, i.e., Orientation and Supervisory Training and the subsequent cancellation of these courses accounted for a large proportion of the drop in attendance.
2. The spending constraints and budget cuts implemented by the Ontario government reduced the resources of the Staff Development section by two-thirds and virtually eliminated the development of new in-house courses.

The emphasis during the year was on the re-evaluation and improvement of existing programs with the result that quality of in-house courses remained high although availability was limited. One new course, the Career Development Workshop, was developed by the Women's Crown Employee Office and introduced into the Ministry.

Civil Service Courses

Attendance at Civil Services courses dropped about 12 per cent compared to 1974-75 (41 vs 47). This drop was probably due to budget cuts and the confusion and concern of many employees as to their role in the new organization. However, the pattern of course attendance was the same as for other years with the prime interest being in management training followed by interpersonal skills, technical skills and clerical skills.

Interest in the Civil Services French Language program remained consistent with other years with 6 employees enrolled in various locations (3 in immersion training, 3 in evening courses).

External Courses

The attendance of Ministry staff at conference and seminars sponsored by outside organizations increased 11 per cent over the previous fiscal year (50 vs 45). As a general rule the courses offered by management consulting firms and other related organizations cover subjects not covered by the Civil Service or in-house courses, i.e., specialized

management skills, affirmative action, personnel administration, etc.

Attendance by Ministry staff at community colleges and university level evening programs remained the same as in 1974-75 (68). As in the previous fiscal year, approximately 20 per cent of these employees were attending work-related courses, such as supervision or administration, while the other 80 per cent were pursuing long-range career goals acquiring university or community college degrees, certificates or diplomas.

The staff development section provided an active counselling service for employees related to both academic and vocational goals. In total, over 180 such counselling interviews were conducted with all levels of employees.

Recruitment Summary 1975-76

The year began with several branches within the Ministry striving to adjust to a total staff reduction of 16 positions. This reduction did restrict some of the services offered by these branches but no employees suffered serious displacement.

In the fall of the year a total restriction was imposed on external recruitment activities. This initially created a drop in workload which was soon replaced by administrative procedures which specified that a review of redundant employees must be completed before an internal competition could be conducted; then if not successful at this point, a report substantiating the need had to be submitted to Management Board, requesting permission to conduct an external competition.

In January, serious efforts were begun to install the new IPPEB record system. This required the amalgamation of Payroll and Personnel Branch files. In addition to an extended period of staff training imposed by the system, it also had the effect of re-assigning workload and increasing the responsibility of several members of clerical staff.

A total of 577 applications were processed in order to recruit 91 students for the Ministry's regular student program, whereas 4400 applications were screened to obtain 143 summer students to fill positions in the five Youth Secretariat Programs. All students were hired by selection boards, who interviewed at least three applicants for each vacancy.

Program Statistics for 1975 Reported: June 16, 1976

Regular Program

Number of competitions run: 79
Number of applications handled: 1813
Number of interviews held: 356
Number of persons hired: 68

Summer Programs

Regular summer student applications received: 577
Number of regular summer students hired: 91
Number of applications handled for Youth Secretariat Programs: 4400
Number of students hired for Youth Secretariat programs: 143

Employee Counselling Summary 1975-76

During the fiscal year, 80 employees severed their connection with the Ministry for the following reasons:

To take a better paid position	18
To continue and improve their education	8
To care for home responsibilities	8
Unable to cope with position (unsuitable)	6
Retired on superannuation	66
Maternity	5
Early retirement	4
Left for personal and other miscellaneous reasons	4
Transferred to other sections of the service	4
Moved to other locations	3
To enter their own business	3
Died - one with cancer - the other with heart attack	2
To go on contract	2
To work closer to home	1
Because of ill health	1
To travel	1
To enter teaching profession	1
Because of homesickness	1
To go on L.T.I.P.	1
Dismissed for cause	1
	80

In addition to the above, some 30 casual employees left when their contract expired, assignments were completed, or were laid off.

Of the regular staff who left, all were interviewed in person when possible, but occasionally the interview had to be done by telephone (less than 10).

A smaller number of employees were leaving during the fiscal year and this may have been because of the general employment situation. We are inclined to think that improved relationship between employees and administration was also responsible.

The number of complaints by employees has dropped and any complaints that were registered appeared more legitimate.

During the year the Personnel Branch assisted in the settlement of all the estates which were connected with the death of our employees. This service required contacts with lawyers, beneficiaries, other survivors, and our own Employee Benefits Branch. Our participation was in the field of co-ordinating the work of those directly concerned and was appreciated by the families of our employees. All settlements have been prompt as far as the insurance companies and our Employee Benefits Branch are concerned - any delays have usually been the fault of the family or their legal advisors. As far as the Ministry of Labour is concerned, everything possible is done to expedite settlements.

Assistance is also given to persons who may be retiring because of age or disability. This assistance is appreciated not only by the employees but also by the families concerned, and here again, we receive splendid cooperation from the Employee Benefits Branch, medical department and all others from whom we ask assistance.

During the year many personal problems were brought to our attention for discussion and attempts at settlement. Following is a list of some of the problems and persons which the Counsellor has dealt with:

- information regarding Canada Pension
- information regarding pensions and L.T.I.P.
- problem employees, some of whom required psychiatric treatment
- disability cases of employees who required pensions, medical treatment and hospitalization
- housing problems
- employees whose illness did not qualify them for L.T.I.P.
- alcoholism
- office conditions, both physical and personal
- compulsory medical examinations
- obtaining assistance for pensioners
- staff problems dealing with relationship between supervisors and employees

Problems arise from day to day and by keeping them on a personal and confidential basis, we have been able to solve most of them without resorting to drastic measures. In dealing with problems, we keep in mind the O.P.S.E.U. and if the problem should be one under their jurisdiction, we find that by working with the organization, settlements are arrived at without serious problems.

If possible, the Counsellor attempts to meet with the survivors of deceased employees prior to, at the funeral, or as soon as possible following the funeral to offer the assistance of the Ministry. This involves providing information to the beneficiaries, suggesting the employment of a solicitor and the offer of obtaining immediate cash, if it is needed. Otherwise, the beneficiary is asked to get in touch with this Ministry, if and when he or she feels like discussing the matter.

The Counsellor has also made it a point to visit employees with terminal illness in the event they wish to discuss their personal affairs. In each case, where this has been done, the employees did discuss personal affairs which made settlements at a later date much more satisfactory to all parties.

A close liaison is maintained between this Ministry and the Medical Centre at Queen's Park and many of our employees receive excellent attention because of it. The doctors have been very helpful in referring employees to other areas for special attention and in assisting in the rehabilitation of some of our employees.

During the year 1975-76 we continued our pre-retirement program for our own employees. Several Toronto groups and one group from the districts met, and problems affecting retirement were dealt with by persons skilled in many of the fields of health, finance, housing, pensions, taxes and other subjects.

The Counsellor acted as Chairman of the United Appeal and once again the Ministry of Labour was one of the award winners within the Government campaign.

The Counsellor acted as Chairman of the Heart and Cancer campaign, but the results were not as good as in the previous campaign. Although the overall

government campaign did exceed the objective by a small amount, many of the Ministries fell short of their objectives. There appeared to be a general feeling that money for this purpose was harder to raise.

Some visits to District Offices were made by the Counsellor to assist in solving some staff problems and, in each case, his efforts met with considerable success.

W.H. Lehman
Director

The Systems and A.D.P. Branch coordinates and provides all Systems and A.D.P. functions in support of program managers in the Ministry of Labour as well as maintenance and operational processing for several clients in the Ministries of Consumer and Commercial Relations and Colleges and Universities. The latter client group previously were part of this Ministry and since leaving have continued to elect obtaining this service from the present source because of economy of scale and lack of viable alternatives.

The staff consists of 22 complement positions (a reduction of two from the previous year) and 10 - 14 Analysts and Programmers on a contract basis depending upon workload. The majority of programmer analyst resources are obtained from the Systems Development Services Division MOGS.

R.R. Hogarth
Manager

Administrative Operations provides administrative support services to the Ministry's line and staff operations in both the Head Office and District Office locations in Ottawa, Sudbury, Sault Ste. Marie, Kingston, Thunder Bay and Kenora.

The support services provided include: records management, purchasing, inventory control, warehousing and supply, reprographics, mailing, office accommodations and transport.

Administrative support is provided for the Ministries of Consumer and Commercial Relations and Colleges and Universities in the five district offices where the premises are shared.

Reporting to the Executive Director of Administration, the Manager of the Administrative Operations is assisted in the operation of this Section by a records management officer, a purchasing officer, a supervisor office services, a supervisor reprographics, 6 district office managers, and 33 clerical and technical staff.

D.E. Hushion
Executive Director

The Labour Services Division (formerly the Employment Services Division) was established in 1972. The Executive Director is primarily concerned with co-ordinating the activities of the two program areas within the Division and ensuring the close liaison between these activities and those of other provincial, federal and municipal agencies, as well as with a wide range of labour and management organizations.

During 1975-76 the Employment Standards program area included the Office of the Executive Director, the Employment Standards Branch and the Employment Adjustment Service Branch. During that period the Occupational Safety Program area was composed of the Industrial Safety Branch and the Construction Safety Branch.

J.R. Scott
Director

The Employment Standards Branch is concerned with the economic well-being of more than three and one-half million Ontario workers. It pursues its objectives by maintaining and enforcing a wide range of employment standards legislation which establishes minimum or basic wages and working conditions.

The Branch is responsible for administering The Employment Standards Act, The Industrial Standards Act, The Fair Wage Schedules on Government Contracts and The Employment Agencies Act.

The Employment Standards Act is basically anti-exploitation legislation providing for minimum standards of working conditions. It is primarily aimed at assisting that segment of the population which has little or no bargaining powers. The new Employment Standards Act, 1974, came into force on January 1, 1975.

The protection embodied in The Employment Standards Act and Regulations includes:

- hours of work are restricted to eight in a day and 48 in a week. Exceptions are only allowed by special regulation or by permits controlled by the Director;
- effective January 1, 1975, overtime pay of at least time and a half for all hours worked in excess of 44 hours a week;
- paid public holidays, and in addition, premium pay of time and a half for all hours worked on these holidays: New Year's Day, Good Friday, Victoria Day, Christmas Day, Dominion Day, Labour Day, Thanksgiving Day;
- equal pay for equal work legislation prevents employers from paying one sex less than the other, when they are performing substantially the same work in the same establishment under similar working conditions, except where the payment is made pursuant to (a) a seniority system, (b) a merit system, (c) a system that measures earnings by quantity or quality of production, or (d) a differential based on any factor other than sex;
- minimum wage as of March 15, 1976, for various classes of workers is as follows: students under 18 years of age, \$2.15; general industry, \$2.65; learner rate (first month only), \$2.55; construction industry, \$2.90; liquor servers, under a permit issued by The Liquor Licence Act, 1975 minimum wage is now \$2.50 per hour;
- effective May 10, 1976, the fruit, vegetable and tobacco harvesters minimum wage was raised to \$2.65 per hour and a student under 18 years of age to \$2.15 per hour;
- an annual vacation of two weeks with pay for employees who have completed 12 months of employment with an employer. The amount of the vacation pay must be equal to four per cent of the total wages received by the employee during the

year. An employee accrues vacation pay from the first day of employment and if the employee terminates or is terminated, the employer is required to pay the accrued vacation pay at time of termination or no later than seven days after termination;

- pregnancy leave in The Employment Standards Act 1974 is expanded to 17 weeks and adds flexibility to the employee's choice of when to take those weeks;
- benefit plans dealing with fringe benefits provide that pension plans, life insurance, sickness and accident coverage and other benefits of this type may not differentiate because of age, sex, or marital status of the employee. The benefit plan part of The Employment Standards Act was declared in force as of November 1, 1975;
- provision that an employee receive written notice of termination of employment if he or she has been employed for at least three months. The amount of notice is related to the length of employment as follows:
 - a) one week's notice in writing if the period of employment is less than two years;
 - b) two weeks' notice in writing if the period of employment is two years or more but less than five years;
 - c) four weeks' notice in writing if the period of employment is five years or more but less than 10 years;
 - d) eight weeks' notice in writing if the period of employment is 10 years or more.
- provision requiring employers who terminate 50 or more persons in any period of four weeks or less to give advance notice to the Minister of Labour of the termination. The required minimum period of notice varies according to the number of employees being terminated as follows:
 - a) 50 to 199 employees - notice required is eight weeks;
 - b) 200 to 499 employees - notice required is 12 weeks;
 - c) 500 or more employees - notice required is 16 weeks;
- employers are required to provide their employees with a statement of wages and payroll deductions;
- authority for the Branch to collect unpaid wages and vacation pay up to a maximum of \$4,000 per employee.

The Industrial Standards Act provides the means for employees and employers to get together and request a schedule for their particular industry or trade. When the schedule has been prepared and has been accepted by both groups and approved by the Ministry, the schedule becomes the standard for that industry or trade in a designated zone.

It is widely used by the construction trades, fur industry, and needle trades. Generally the schedule is administered by an advisory committee subject to the approval of the Director of Employment Standards.

The Branch is continuing a close liaison with the Industrial Standards trades.

The Fair Wage Schedules on Government Contracts ensures employees working on government projects of fair labour rates and protects sub-contractors from unfair competition when bidding on government contracts. Before tenders are invited for specific projects, the Ministries concerned must obtain from the Branch the minimum wage rates for each job classification and the maximum hours of work.

The Employment Agencies Act: The purpose of The Employment Agencies Act is to provide for the licensing and regulation of employment agencies in Ontario.

"Employment agency" is defined, in part, under the Act, as the business of procuring for a fee, reward, or other remuneration persons for employment, or employment for persons.

Class A employment agencies are prohibited charging a fee for any service rendered to any person procured for employment. In the other classes, namely B, C and D, the person for whom work is found may be charged a fee, but not greater than the limitations in regulations under the Act.

The Branch investigates complaints made by employees and also undertakes a planned routine investigation program on selected groups of industries. The Branch continues to promote a self-audit, pay-direct approach in instances where violations have occurred.

In this way, less emphasis is placed on the enforcement aspect and more on the education aspect. This approach is currently being pursued by a special team of officers emphasizing equal pay for equal work.

By means of advertising and public speaking, the Branch tries to encourage employers to adjust their practices to comply with the legislated standards on their own initiative.

During the 1975-76 fiscal year, the Branch made 12,375 investigations. Assessments were made against 7,803 employers on behalf of 21,957 employees for a total of \$2,735,656.38. A comparative breakdown on these and other statistics may be found at the end of this report.

The Branch has a complement of 115 persons employed as follows: Director, special projects officer, a supervisor - employment agencies, a specialist - industrial standards, an administrator of operations, a specialist - employment standards, four assistant specialists - employment standards, two assistant administrators, 12 regional managers, 63 field officers and 27 secretaries, clerks and typists.

Statistics

1974-1975 from April 1, 1974 to March 31, 1975 inclusive
1975-1976 from April 1, 1975 to March 31, 1976 inclusive

Investigations	1974-75	1975-76
Complaints	10,708	11,711
Routines	1,630	664
Total	12,338	12,375

Assessments	Amount Collected		Employers		Employees	
	1974-75	1975-76	1974-75	1975-76	1974-75	1975-76
Minimum Wage	\$ 100,700.66	\$ 109,793.27	421	341	1,387	944
Equal Pay for Equal Work	40,211.19	31,248.88	—	7	—	19
Overtime	541,103.14	272,776.46	—	9	—	38
Termination	351,375.97	587,092.79	15	17	114	76
Vacation Pay	708,159.70	920,810.27	1,165	574	6,574	1,973
Public Holidays	—	154,291.35	—	321	—	1,587
Industrial Standards	—	1,663.00	2,550	1,864	4,503	2,769
Fair Wage	—	23,195.63	827	856	1,236	1,754
Pregnancy	—	1,277.88	4,090	3,660	15,654	12,182
Collection of Wages	696,778.68	813,935.21	—	152	—	613
	\$2,510,329.34	\$2,735,656.88	—	2	—	2
			9,068	7,803	29,468	21,957

	1974-75	1975-76
Hearings - (Section 10)	6	—
Appeals - (Section 34)	60	105
Total	66	105

Court Action

Cases	30	21
Charges Involved	61	54

Overtime Permits

100 Hour	241	301
Special	646	383
Total	887	684
Handicap Work Permits	138	161
Homeworker Permits	352	285

Fair Wage Schedule

Number of Contracts	1,036	1,024
Dollar Value	\$334,544,427.00	\$273,414,725.00

Employment Agency Licenses Class	Initial		Renewal		Total		Revenue	
	1974-75	1975-76	1974-75	1975-76	1974-75	1975-76	1974-75	1975-76
A	165	132	381	476	546	608		
B	1	2	9	9	10	11		
C	—	—	—	—	—	—		
D	6	1	36	33	42	34		
Total	172	135	426	518	598	653	\$63,900.00	\$69,450.00

R.J. Oglvie
Director

The Employment Adjustment Service Branch was established in May, 1973 in response to the need to assist labour, management and government to anticipate and respond more effectively to manpower adjustment problems. It is based not only upon a recognition of the problems but it was intended to recognize the need to understand and deal with the broader impact on the community created by a disruption in the local labour market.

The Branch performs a liaison/consultation role between parties faced with potential employment disruption and the appropriate forms of assistance and/or services that can be provided through existing government programs or through the private sector itself in order to aid the employers and workers involved. The principal mechanism employed is the Manpower Assessment and Incentive Agreement Process of the Canada Manpower Consultative Service in which the Employment Adjustment Service can be a financial contributor and member along with labour and/or management. The agreement sets up a committee consisting of employee representatives, management representatives and an independent chairman to assist employees affected by large terminations to re-establish themselves in new employment.

The principal thrusts of the program were:

1. Information monitors

Field monitors were established with a number of provincial and federal field agencies to identify situations where 25 employees or more were being terminated. This is essential in order to advise employers of the legislation and to initiate the adjustment process for employees.

2. Inquiries regarding the legislation on notice of termination

These activities involve advising employers and employees of the legislation and interpretations of cases according to the Act.

3. Technical advice on orderly terminations and adjustment plans for workers

Parties to the termination are advised on steps they may take to assist their workers during and after the notice period.

4. Adjustment assistance

The employer and employees or their representatives are encouraged to establish a self-help adjustment committee in concert with the Canada Department of Manpower and Immigration and the Ministry of Labour. This Branch experimented with participation in a number of these committees during this fiscal year.

In addition, the branch performs a liaison function in bringing specific adjustment problems of these workers to the attention of appropriate provincial and federal agencies.

5. Terminations and Temporary layoffs involving 25 or more employees, recorded by Employment Adjustment Service in period (April 1, 1975 - March 31, 1976)

- Total number of cases: 222
- Number of employees involved: 34,558
- Number of temporary layoffs only: 77
- Number of employees involved: 14,672
- Number of permanent terminations: 143
- Number of employees affected: 19,886
- Number of adjustment committees established on termination cases only: 53
- Number of employees covered by these committees: 6,979

In addition to the termination-adjustment committees, the Ministry of Labour was a signatory participant in 26 committees established to assist firms and their employees in adjustments to technological or product changes. 26 committees involving 2,576 employees were established to prevent workforce dislocations in such cases.

6. In addition to its responsibilities in the area of terminations, the Branch was previously involved in a number of projects related to adjustment problems on an industry and area-wide basis. In Fiscal 1975-76, the Branch had continued involvement with only one such project, namely:

The Canadian Chemical Producers Association:

This association has undertaken a major human resources planning exercise and sought the participation of the Branch on its committees. A committee within the framework of a Manpower Assessment Agreement was also established involving the participation of employees, management, and Federal, Ontario and Quebec Governments. The committee is attempting to forecast the industry's future manpower requirements and develop a strategy for meeting its needs.

Employment Advisory Service

In 1974 the Task Force looking into the role and programs of the Ministry of Labour suggested the establishment of an Employer Advisory Service to promote improved terms and conditions of employment above the legislated minimums and to advise employers on the solution of labour utilization problems (turnover, absenteeism, morale, etc.) The Ministry assigned responsibility for the development and operationalization of this program to the Employment Adjustment Service in early 1975. The first year was to be a program development year.

During the first phase of program development - a familiarization phase - the program development team looked at problems in the workplace from the point of view of employers and employees. It was found that in most cases, problems from the employees' point of view were the causes of problems for employers and vice versa and that the solution to a problem such as turnover would solve the problems which led an employee to leave his job. And it was also found that many of the solutions tried and proven were often relatively simple solutions rather

than the more complex and esoteric solutions such as job enrichment or participatory management.

The problems involved in implementing solutions were found to be attitudinal barriers, financial barriers and lack of human resources in firms with the expertise to identify problems and their real solutions and array alternatives for solving the problems.

The theories developed by the program development team were tested out on a number of individuals and experts in management, labour and educational institutions and through a survey of 25 firms in Brantford, Ontario. Brantford was chosen with the help of the Research Branch as a community closest to the average for Ontario in a number of indicators. As a result of these investigations and resource constraints the Service developed an information exchange program.

During the latter part of the year, the Service developed a library of information and reprints of articles for distribution to companies experiencing labour utilization problems. The Service was marketed through community agencies in 15 Ontario cities. These organizations (Canada Manpower Centres, personnel associations, chambers of commerce, industrial development commissioners and industry and tourism industrial development consultants) referred companies experiencing labour utilization problems to the Service.

The Advisory Service supplied these clients with information on correctly identifying problems, costing the problems and possible solutions to these problems. In a few cases, the Service provided low level consultation or referral to other agencies.

A survey of the first 100 firms dealt with by the Advisory Service found a positive response to the program. A number of these requested more in depth information. This was provided. In addition, the Service has regular mailings to clients to bring them up-to-date on new developments in the area of productivity and the quality of working life.

In the following year, the Service plans to market the program more aggressively and provide stronger support to troubled companies.

R.K. Cleverdon, P. Eng.
Director

This Branch is concerned with the safety of workers engaged in all aspects of the construction industry including the erection, alteration, repair, demolition, dismantling, and moving of such projects as buildings, structures, shafts, tunnels, work under compressed air, highways, railways, sewers, watermains and conductors of electrical energy and solids, liquids or gases. The Branch is headed by a professional engineer, and there are in addition, a further eight professional engineers on his staff. It is responsible for the administration of The Construction Safety Act, 1973, which was proclaimed in force on August 1, 1973.

During fiscal year 1975-76 (April 1, 1975 - March 31, 1976), all inspections under the new legislation were carried out by the staff of the Construction Safety Branch. During the fiscal year, the staff of the Branch carried out 56,853 inspections of construction projects and issued 44,104 directions to correct unsafe conditions. In addition, the staff made 6,079 other field activity calls such as investigations, and promotional talks to contractors. Because the municipal inspection system was formerly reported on a calendar year basis rather than on a fiscal year basis, the tabular data for prosecutions and fatalities are for calendar 1975 rather than for fiscal year 1975-76. There were 1,531 charges laid during the year and those disposed of during the year resulted in fines of \$255,710.

As of March 31, 1976 the Branch had a total staff of 120 and an approved complement of 128. The personnel consisted of the Director (professional engineer), five regional engineers (professional engineers), one consultant to the Director (professional engineer), two technical services engineers (professional engineers), 12 construction safety supervisors, 86 safety officers and 13 clerical staff. The Branch maintains regional offices headed by a regional engineer in Hamilton, London, Ottawa and district offices headed by a supervisor in Kingston, Kitchener, Sudbury, Thunder Bay and Windsor. The remainder of the field staff is attached to the Toronto central region office.

Prosecution and Fatality Data

Under Construction Safety Legislation

	Calendar Year				
	1971	1972	1973	1974	1975
Number of informations laid	626	430	247	698	801
Number of convictions	312	242	138	446	1,087
Total number of fines	\$83,102.00	\$52,905.00	\$52,180.00	\$141,294.00	\$255,710.00
Number of fatalities	41	44	54	45	42

(Note: Until August 1, 1973 almost all prosecutions were initiated and fatalities reported by municipal inspectors, but all prosecutions and fatalities are included in the above table. See explanatory notes in narrative material.)

Inspection Activities of Construction Safety Officers	1971-72	1972-73	1973-74	1974-75	1975-76
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Joint inspections with municipal inspectors

1. Under the Construction Safety Act	4411	3387	1018	N.A.	N.A.
2. Under the Trench Excavators' Protection Act	2092	1726	493	N.A.	N.A.
3. Total	6503	5113	1511	N.A.	N.A.

Direct Inspections

1. As responsible inspector under C.S.A.	232	3499	41,330	59,540	56,853
2. As responsible inspector under T.E.P.A.	13	734	488	N.A.	N.A.
3. C.S.A. inspections under Ministry of Labour Act	236	361	492	N.A.	N.A.
4. T.E.P.A. inspections under Ministry of Labour Act	209	155	1	N.A.	N.A.
5. Total	690	4749	42,311	59,540	56,853

Direct inspections under Regulation 214 (underground work)

	3848	3132	1024	N.A.	N.A.
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Total inspections	11,041	12,994	44,846	59,540	56,853
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Other field activities

1. Investigations, etc.	819	1131	546	3985	5,904
2. Promotional calls, etc.	523	456	1798	395	175
3. Total other activities	1342	1587	2344	4380	6,079

N.A. = Not applicable due to an enactment of the Construction Safety Act 1973 as of August 1, 1973.

Inspection Activities of Construction Safety Officers	1971-72	1972-73	1973-74	1974-75	1975-76
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Inspections where no written direction required

1. Under the Construction Safety Act	2426	3965	22,206	38,616	37,573
2. Under the Trench Excavators' Protection Act	2021	2158	773	N.A.	N.A.
3. Under Regulation 214	3174	2512	890	N.A.	N.A.
4. Total	7621	8635	23,869	38,616	37,573

Number of directions left	1971-72	1972-73	1973-74	1974-75	1975-76
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1. Under the Construction Safety Act	6496	7745	43,850	50,885	44,104
2. Under the Trench Excavators' Protection Act	513	740	319	N.A.	N.A.
3. Under Regulation 214	1020	984	223	N.A.	N.A.
4. Total	8,029	9,469	44,392	50,885	44,104

N.A. — Not applicable due to an enactment of the Construction Safety Act as of August 1, 1973.

Projects Under Compressed Air April 1, 1975 to March 31, 1976

				Pressure		No. of Decompressions		No. of cases of Decompression Sickness
No.	Contractor	Location	Min.	Max.	Workers	Shift Supervisors Etc.	Total	
*73/86	Schwenger Construction Ltd.	Ottawa	8	19	11,607	3,099	14,706	—
*73/213	S. McNally & Son Ltd.	Ottawa	3	14	4,986	1,411	5,397	—
74/65	Dibco Underground Const. Ltd.	Ottawa	4	10	1,180	433	1,613	—
74/128	Robert McAlpine Ltd.	Toronto	4	11	2,182	689	2,871	—
75/18	Ferrera-Resco Ltd.	Thunder Bay	4	10	945	270	1,215	—
75/22	Dibco Underground Ltd.	Mississauga	7	10	617	155	772	—
*75/71	Sansone Construction Co. Ltd.	Toronto	5	7	497	224	721	—
Total					22,014	6,281	27,295	Nil

*Projects still in progress April 1, 1976

J. McNair, P. Eng. Director

This Branch is concerned with the safety of employees in industrial establishments and logging operations. For this purpose the Branch administers The Industrial Safety Act, 1971 which was amended in 1974 to include logging operations previously legislated under The Loggers' Safety Act. (Amendment proclaimed in force on May 17, 1975)

The Director of the Branch is a professional engineer and the Branch has two main sections, engineering services and field services, plus the necessary clerical staff.

Engineering Services

The engineering staff reviews drawings and specifications of factories, shops, office buildings, grain elevators and foundry ventilation systems prior to their construction or alteration. The examination includes a check of the structural stability of the buildings, emergency exits and possible health and fire hazards which may be related to the industrial processes. Any necessary amendments are shown on the drawings, enabling them to be incorporated during construction.

The services of 10 professional engineers are provided, 5 in Toronto and one each in Ottawa, Kitchener, London, Windsor and Hamilton. During the year they reviewed drawings of 4,956 projects to a total value of \$1,106,738,770 with revenue of \$775,951 in fees. In addition, the engineers gave professional advice to the field staff while making 140 inspections.

Field Inspection

The field inspection staff was reorganized into 12 regions, each with a manager, located in district offices: Toronto (three), Windsor, London, Kitchener, Hamilton (two), Kingston, Ottawa, Sudbury and Thunder Bay.

The staff makes inspections of industrial establishments and logging operations and issues corrective directions regarding unsafe machines and practices, inadequate ventilation, fire safety, sanitary facilities and poor housekeeping. Many of their visits are at the invitation of management, who often seek and value their advice when contemplating the introduction of new machines or processes which may be hazardous. They also investigate complaints and resolve labour-management differences where safety is concerned. The regional managers carry out a promotional activity to encourage management and trade union involvement in the safety program. They are assisted in this activity by a staff industrial safety officer who also carries out fatality investigations and other special investigations.

The Automatic Data Processing System, providing pre-printed information on the report forms for cyclical inspection and subsequent statistical and control data, has been a useful addition to the tools available to develop more effective use of the

inspection forces. The directions left by the inspectors are automatically followed up and re-inspections made where necessary. Non-compliance with the legislation resulted in 57 convictions and \$50,376 levied in fines.

The Code for the directions is as follows:

- a) Canada Labour Safety Code
- b) Loggers' Safety Act
- c) Tags, Time Limit, etc.
- d) Submission of Plans
- e) Responsibilities, etc.
- f) General
- g) Premises
- h) Lighting, Heat and General Ventilation
- i) Fire Prevention and Protection
- j) Machine Guarding
- k) Electrical Equipment and Explosive Actuated Tools
- l) Material Handling
- m) Environmental Hazards
- n) Maintenance and Repairs
- o) Sanitation
- p) Personal Protective Equipment
- r) Exits

The code for the directions is as follows: A) Canada Labour Safety Code; B) Loggers' Safety Act; C) Tags, Time Limit, etc.; D) Submission of Plans; E) Responsibilities, etc.; F) General; G) Premises; H) Lighting, Heat and General Ventilation; I) Fire Prevention and Protection; J) Machine Guarding; K) Electrical Equipment and Explosive Actuated Tools; L) Material Handling; M) Environmental Hazards; N) Maintenance and Repairs; O) Sanitation; P) Personal Protective Equipment; R) Exits.

Directions of Industrial Safety Officers to Employers under the Industrial Safety Act: April 1, 1975 - March 31, 1976																	
Industry	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	R TOTAL
Agriculture, forestry, fishing, mines	16	145	7		7		11	2		31	3	31	1	5	1	114	67 441
Meat, dairy, beverage, other food processing	330	1	34	10	15		447	83	26	1161	76	273	42	103	5	108	152 2866
Tobacco							13		4	34		6		4			3 64
Rubber products manufacturing			7		5	6	81	13	23	200	14	70	43	21	1	31	34 549
Leather processing manufacturing			19		3		73	5	28	342	7	14	23	15	4	16	66 615
Textile industries			31	2	20	1	126	26	26	702	22	70	50	38	3	63	71 1251
Knitting mills			6	1	3		21		3	87		6	11	3	2	10	17 170
Clothing industries			3	1	4		18	6	3	142	2	5	10	3		9	86 292
Sawmills, veneer, plywood sash, door, other wood ind.	1		64	18	31	2	242	24	75	839	44	102	104	88	19	151	90 1894
Furniture, elect. lamp, shade mfg.			45	3	5	2	127	23	109	463	36	55	166	22	21	80	147 1304
Paper manufacturing, converting			21	3	12		258	5	66	602	15	135	49	51	5	69	51 1342
Printing, publishing			10	2	6	1	78	13	65	300	20	36	40	22	3	56	88 740
Primary metals, aluminum, copper, rolling casting, extruding			37	9	26	11	474	42	22	616	13	296	246	94	33	145	53 2117
Metals fabricating			234	15	73	8	727	57	219	2978	104	817	269	152	27	464	230 6374
Machinery, equipment mfg.			39	6	3	1	215	13	82	528	51	240	71	38	6	142	70 1505
Transportation, equipment mfg.	6		93	9	73	1	614	63	147	1234	74	440	218	126	9	180	160 3447
Electrical products mfg.			66	4	8		306	30	120	972	31	218	165	30	7	190	102 2249
Non-metallic prod. mfg., cement, clay, asbestos, glass			30	5	24	3	347	25	35	515	30	168	106	54	15	91	57 1505
Petroleum, coal products			1		2	1	17	2	3	32	2	14	3	3		3	2 85
Chemicals, chemical products	10		18	10	12	12	377	16	103	531	31	186	168	35	6	41	101 1657
Misc. mfg., scientific equipment, jewellery, brooms, plastic fabricator			59	2	30	11	241	28	116	903	45	148	112	30	16	145	144 2030
Construction industry	4		13	12	3		75	5	22	185	28	101	17	12	2	12	39 530
Transportation, truck, railway, air, water	154		13	5	15		45	4	6	55	8	56	16	9	7	9	18 420
Storage	73		2	3	5		33	18	19	50	7	46	5	5	3	15	75 359
Communications, radio, television, telephone, post office	65						2		3	5		3					78
Utilities, gas, water, electric sewage	1		4	1	3	1	66	4	20	101	6	46	35	14	2	14	16 334
Wholesale trade	65		55	23	31	3	351	43	110	612	77	430	57	79	22	120	259 2337
Retail trade	4		116	35	37		698	398	451	543	165	522	278	85	80	171	1574 5157
Finance, insurance			10	13	10		19	17	7	80	19	4	1	1	3		102 286
Education																	
Health, welfare	12		2				5		1	7		4	3			1	18 39
Religious organizations							3	2	5	21	1	4	2		2	1	6 61
Motion picture, recreation				2	6		5	3	4	6		3	3	1			12 45
Service to business, advertising, engineering, legal			2				5	2	6	26		8	6			2	9 66
Personal service, shoe repair, barber, laundries, restaurants			8		6		97	29	110	123	11	80	38	4	15	17	160 698
Misc. service, photography, blacksmithing, welding, building services																	
Government, federal, provincial, local	236		7	1	2	1	40	7	11	112	14	52	10	4	4	16	21 302
Undefined activity	2		10	7	7	2	110	28	37	145	12	44	93	9	5	16	48 802
TOTAL	979	146	1066	196	467	67	6371	1037	2088	15287	969	4733	2461	1160	328	2502	4149 44026

Industrial Safety Branch

Summary of Statistics	1974-75	1975-76
Non-fatal accidents reported	73,050	80,625
Fatalities: — Industrial Safety	75	49
Logging Safety	15	2
Canada Labour Code	1	2
Inspections	46,337	57,571
Directions Issued	29,415	44,026
Directions Completed	27,197	32,081
Revenue	\$898,606	\$775,951
Personnel	128	131

Analysis of Non-fatal accident reports 1975-76 (Figures in brackets refer to unionized industrial establishments)

Accident Group	No. of Industrial Establishments	No. of Employees	No. of Reports
Nil	52,894 (3863)	376,977 (76,314)	Nil (Nil)
1-5	13,153 (2905)	372,861 (163916)	24,561 (6573)
Over 5	2,900 (1881)	529,554 (414,886)	56,064 (44661)
Total	68,947 (8649)	1,279,392 (655,116)	80,625 (51234)

Inspections by Industrial Safety Officers per Industry

Industry	Total Inspections
Agriculture, forestry, fishing, mines	85
Meat, dairy, beverage, other food processing	2368
Tobacco	29
Rubber products manufacturing	252
Leather processing manufacturing	302
Textile industries	602
Knitting mills	114
Clothing industries	482
Sawmills, veneer, plywood sash, door, other wood ind.	1957
Furniture, elect. lamp, shade mfg.	1167
Paper manufacturing, converting	675
Printing, publishing	1148
Primary metals, aluminum copper, rolling casting, extruding	925
Metal fabricating	4661
Machinery, equipment mfg.	1137
Transportation, equipment mfg.	1350
Electrical products mfg.	1136
Non-metallic prod. mfg., cement, clay, asbestos, glass	1105
Petroleum, coal products	73
Chemicals, chemical products	1127
Msc. mfg., scientific equipment, jewellery, brooms, plastic fabricator	1757
Construction industry	1677
Transportation, truck, railway, air, water	1214
Storage	461
Communications, radio, television, telephone, post office	371
Utilities, gas, water, electric, sewage	493
Wholesale trade	5184
Retail trade	17678
Finance, insurance	671
Education	56
Health, welfare	184
Religious organizations	
Motion picture, recreation	114
Service to business, advertising, engineering, legal	239
Personal service, shoe repair, barber, laundries, restaurants	4368
Misc. service, photography, blacksmithing, welding, building services	902
Government, federal, provincial, local	1107
Undefined activity	
Total Inspections	57171

Distribution of Employees in Industry: March 31, 1976

Industry	Production Employees	Administration Employees	Total
Agriculture, forestry, fishing, mines	2,040	1,604	3,644
Meat, dairy, beverage, other food processing	67,582	15,565	83,147
Tobacco	2,856	702	3,558
Rubber products manufacturing	13,472	4,628	18,100
Leather processing manufacturing	12,954	2,221	15,175
Textile industries	24,667	5,240	29,907
Knitting mills	5,331	765	6,096
Clothing industries	22,741	3,067	25,808
Sawmills, veneer, plywood sash, door, other wood ind.	21,055	4,358	25,413
Furniture, elect. lamp, shade mfg.	17,989	3,785	21,774
Paper manufacturing, converting	33,035	8,974	42,009
Printing, publishing	31,418	12,479	43,897
Primary metals, aluminum, copper, rolling casting, extruding	67,770	9,708	77,478
Metal fabricating	76,248	24,709	102,957
Machinery, equipment mfg.	33,652	17,851	51,503
Transportation, equipment mfg.	86,158	18,599	104,757
Electrical products mfg.	56,159	25,686	81,845
Non-metallic prod. mfg., cement, clay, asbestos, glass	22,361	6,132	28,493
Petroleum, coal products	3,165	2,001	5,166
Chemicals, chemical products	25,747	13,725	39,472
Misc. mfg., scientific equipment, jewellery, brooms, plastic fabricator	36,398	11,933	48,331
Construction industry	24,145	9,190	33,335
Transportation, truck, railway, air, water	44,906	10,229	55,135
Storage	6,389	2,566	8,955
Communications, radio, television, telephone, post office	26,998	10,685	37,683
Utilities, gas, water, electric, sewage	21,456	4,636	26,092
Wholesale trade	61,370	35,454	96,824
Retail trade	258,694	100,728	359,422
Finance, insurance	13,698	9,639	23,337
Education	2,320	1,347	3,667
Health, welfare	6,266	857	7,123
Religious organizations			
Motion picture, recreation	1,322	275	1,597
Service to business, advertising, engineering, legal	6,302	3,550	9,852
Personal service, shoe repair, barber, laundries, restaurants	63,386	6,850	70,236
Misc. service, photography, blacksmithing, welding, building services	8,932	2,919	11,851
Government, federal, provincial, local	68,286	32,072	100,358
Undefined activity			
TOTAL	1,279,268	424,729	1,703,997

J.W. Preiner Director

The Information Services Branch is responsible for communicating various aspects of labour legislation and programs to Ontario citizens, the news media and other areas of government. The Branch also assists other branches with their publicity requirements through the assignment of information officers to the individual branches in order to assess branch communication needs and carry out communication plans.

During 1975-76, Branch activities included province-wide displays and exhibitions, advertising campaigns, audio-visual services, seminars, meetings and conferences, and handling telephone and written requests for information from the media, the general public, unions and management.

These included:

- a) the publication of presentation material entitled "Workplace in the 70's" for the Employment Advisory Service;
- b) the revision of the brochure, "Employment Facts for Ontario Students";
- c) the production of several fact sheets and pamphlets for the Women's Bureau including Law and the Woman in Ontario;
- d) an advertising campaign on Pregnancy Leave in Ontario;
- e) the beginning of a series of career opportunity pamphlets entitled, "Let's Talk";
- f) a number of ads in regard to Human Rights in Ontario, including a special effort to promote participation in the Human Rights Code Review;
- g) a province-wide ad campaign on radio and T.V. was carried out to promote the Minimum Wage. This was followed by a series of public service announcements;
- h) the initiation of a campaign to provide construction safety information in other languages;
- i) the coordination of production and design of a major summer exhibit for the IWY (International Women's Year) program;
- j) the production and design of a display unit for the Women's Bureau program.

Ethel M. McLellan
Executive Coordinator

The Women's Programs Division is responsible on a province-wide basis for coordinating existing and proposed policies and programs designed to improve the status of women throughout the province. The Office of the Executive Coordinator, Women's Programs, provides direction to the Women's Bureau and the Women Crown Employees Office.

The Executive Coordinator is the senior official in the government with the mandate to promote equal opportunity for women in the public and private sectors. The Executive Coordinator is a member of both the Ontario Status of Women Council and the Ontario Civil Service Commission. Appointment to these two bodies ensures that provincial government programs for women and the initiatives of the government as an employer are linked together and that access to the government service and the private sector in matters affecting women are coordinated.

During 1975, the Office co-ordinated and administered Ontario's International Women's Year activities. The theme of Ontario's I.W.Y. program was "Women on the Move". The program focused on change, those who are *affected* by change, and those who can *affect* it and was directed at three specific groups: women (in the work force and in the community); employers and unions; and young people.

Ontario's I.W.Y. activities consisted of four program areas:

1. Affirmative Action

On February 18, 1975, Premier Davis launched Ontario I.W.Y. activities at a meeting which brought together 360 leading representatives from labour and management in Ontario to discuss equal employment opportunities for women.

At this meeting the Premier announced a new Affirmative Action Consulting Service to Business and Industry, offered by the Women's Bureau, Women's Programs Division. This service offers

employers assistance in developing affirmative action programs to improve opportunities for their women employees.

By mid January, 1976 the Bureau had held meetings with 111 Ontario employers. At that time, 62 companies were utilizing the service on an on-going basis. The Consulting Service is continued as an on-going program of the Women's Bureau.

2. Grants to Community Groups

Grants of up to \$1,000 were available to groups wishing to improve the status of women. The grants budget totalled \$70,725 and 154 projects representing every area of the province were funded.

3. "Outstanding Women"

Twenty-five women were chosen by an independent selection committee from 250 names submitted by provincial communities, organizations and groups. These women were honoured at a reception and dinner sponsored by the Province.

4. Information and Education

The Women's Programs Division and Experience '75 (The Ontario Government's student summer employment program) jointly sponsored an information program in 20 communities in Ontario staffed by 62 university students. The program ran from June 2nd to Labour Day. The students' weekly reports showed that day care, family planning and equal job opportunity are concerns for women in every part of Ontario.

Marnie Clarke
Director

The mandate of the Women's Bureau is the employment status, needs and concerns of women in the labour force. Through publications, the media, speaking engagements, telephone queries and referrals, the Bureau seeks to respond to employment and employment-related issues.

Efforts must be made to change outmoded attitudes which restrict women's participation in a broader range of occupations and their involvement at all levels of management. Answering this challenge includes the publication of up-to-date facts about women in the labour force, career information for students, teachers and counsellors and an advisory service to employees and employers on their rights and responsibilities under law.

The Affirmative Action program with business and industry is the first such comprehensive consultative service to the private sector in any Canadian jurisdiction. Working with a wide variety of employers in Ontario, Bureau staff are assisting employers to plan and implement programs which will develop the full potential of female employees.

The program to provide assistance to agencies concerned about the special needs of low-income, native and immigrant women has developed ongoing liaison with a number of community services. Information has been provided about labour legislation and employment through participation in committees, the production of literature in several languages and a workshop for community workers in March.

During this period of economic restraints, the needs of women seeking employment opportunities are of growing concern. In order to assist organizations and agencies working with women seeking training opportunities or employment, the Employment Counselling Advisory Service has been providing greater job market information both directly and through the Bureau's Newsletter. Assistance is also provided to groups developing employment counselling services for women entering or re-entering the labour force.

Affirmative Action Consulting Service

The Women's Bureau, recognizing that the concept of Affirmative Action is new to many employers, established a consulting service to provide expertise and resources in this area. Now in its second year, the service continues to meet a positive response from Ontario employers.

Affirmative Action is designed to eliminate the barriers that have restricted women to a narrow range of occupations. These barriers include those imposed by society as well as by women themselves.

The consultants meet with an organization's management and key personnel. They outline the problems and some of their causes, and suggest a framework for tackling them. Following this, the resources of the Women's Bureau are available on a continuing basis.

More than 120 organizations have been approached by Affirmative Action consultants. A number of these have requested and are receiving ongoing assistance

to help them better utilize the skills and abilities of women employees. Some are in the initial stages of developing Affirmative Action programs; others call on Bureau personnel and resources to meet their varying specialized concerns relating to women employees.

The Affirmative Action staff is developing extensive resource files in the area of equal employment opportunity and effective human resources development. As well, the service generates informative material for employers. Research into innovative methods of marketing the consulting service is an ongoing function. The groundwork is being laid for an outreach program to unions.

The Bureau intends to extend the program to those public-sector employers who are outside the jurisdiction of both federal and provincial governments. These include, among others, local, county and regional governments, school boards, library systems, hospitals and universities.

Immigrant, Low-Income and Native Women

Early in 1976 the Bureau undertook to develop a new program of outreach to a diverse client group which includes immigrant, low-income and native women in Ontario.

The objective of the program is to provide relevant information which will enable this client group to participate more fully in the changing status of women's economic and social life.

Fundamental to the program objectives is the translation of basic labour legislation into the language of the major ethnic groups. With ongoing liaison and the assistance of community-based ethnic agencies, translations have been completed, published and disseminated in French, Italian, Portuguese and Greek, and are underway in Spanish, Cree and Ojibway.

In March 1976, a two-day invitational workshop on Effective Utilization of Labour Laws for Women was held for South-Central community workers and counsellors working with disadvantaged women. In light of the job market vulnerability of this group in the present tight economy, the workshop was designed to heighten understanding and use of labour legislation, as well as related support programs vital to the welfare of working women. Similar undertakings are planned for other areas of the province throughout the year.

Other efforts to accommodate and strengthen effective referral links from community workers directly serving the client group to ministry branches responsible for administering the legislation include the preparation of referral information guidelines, now underway. As well as direct referral of individual clients to appropriate community support and counselling services, the program provides information and referral to other government branches and community agencies involved with the employment-related concerns of women.

During the past year, recognition of the special needs of this client group has been reflected by the growing number of requests for resource data from

individuals and groups. In response, special efforts are being made to fill the information gap through the provision of articles and reports in the Bureau Resource Centre.

Briefs and Submissions

The Women's Bureau is concerned with a broad range of issues related to women. As a means of communicating its concerns, particularly with respect to legislation, the Bureau has submitted a number of briefs over the past year. The Ham Commission on Safety in Mines received a submission calling for an end to the protective legislation prohibiting Ontario women from working underground in mines. The Bureau expressed its interest in the issue of a woman's right to her birth name in a brief to the Ontario Law Reform Commission. Proposals for change have also been submitted to the Human Rights Commission during the current review of the Human Rights Code in Ontario.

Employment Counselling Advisory Service

Following re-structuring of the program a year ago, the focus has shifted from the provision of a direct counselling service to the provision of a consultative service to groups and agencies providing, or planning to establish, employment counselling services for women.

Through this program, the Bureau has assisted groups and agencies across the province in developing counselling programs for women. In addition, established services for women received ongoing support and assistance. The Bureau has assisted these services by: participating in group programs; providing information regarding labour legislation, labour force statistics, job markets, counselling developments, and advising services regarding the development of their programs.

As the many service agencies are spread across the province they often have little opportunity to share information and expertise. To facilitate communication among these services information pertinent to counsellors is included in the Women's Bureau newsletter.

Initial planning for the revision of Bureau publications in the area of career planning and career information has been undertaken. The Bureau will be operating an Experience '76 project this summer, involving eight students in researching the revision and expansion of the Career Selectors. In addition preliminary research into the development of two new publications has begun. These publications will provide assistance for career planning and seeking employment.

Resource Centre

The Women's Bureau Resource Centre continues to provide information and circulate films on issues related to women in the labour force. Members of the public have visited and used the materials of the Centre for college, university, organizational and individual projects. The ongoing acquisition of new materials has enabled the Centre to meet the needs of

researchers concerned with the present and past status of working women.

The Bureau's collection of audio-visual materials was expanded and an annotated list of available films, slides and video-tapes was prepared. These materials deal with such topics as career choices, socialization, sole support mothers, affirmative action and sex role stereotyping. They are widely used and circulated throughout the province.

Research and Communications

The Women's Bureau has expanded its publications list during the past year in response to increased public demand for information on women in the labour force. As part of a continuing program to disseminate material on labour legislation, a new brochure entitled *Labour Law in Action* was produced, detailing six cases where women had lodged complaints under the Employment Standards Act or the Human Rights Code. A new series of fact sheets entitled *Women in the Labour Force* was introduced and has been well received by people requiring detailed information on such diverse subjects as labour unions, child care, and education. An annotated bibliography on low-income women was prepared and is not available to the public in the resource centre.

In addition to such new publications, the Bureau has undertaken a program of translating selected brochures. *Ontario Labour Legislation of Interest to Working Women and Pregnancy Leave in Ontario* are now available in French, Portuguese, Italian and Greek, and will also soon be distributed in Spanish, Cree and Ojibway.

During the year, many other publications were updated and revised to accommodate changes in both legislation and the status of working women.

Public service announcements on radio and television explaining labour legislation pertinent to women were developed, recorded and disseminated in cooperation with the Information Services Branch. Working with the "Ontario 20" program, such radio and print announcements were run in a dozen foreign languages. The Bureau, in addition, contributed to the Ministry's information column which answers questions for working people in the Italian language press.

Demand for speakers was strong during International Women's Year. Bureau staff filled close to one hundred requests for speakers from around the province.

A Women's Bureau newsletter was developed, originally as an insert into the International Women's Year Newsletter. It is now a separate, quarterly bulletin going to more than 6,000 groups and individuals and containing occupational and legal news affecting women.

Several hundred letters were answered providing legal and vocational information and referrals to women. Consultation was provided for a variety of external groups planning research projects, developing reports on the status of women and seeking information about affirmative action programs. Staff also assisted in the planning stages of conferences related to the role of women in the labour force and acted as resource people and seminar leaders.

Katherine Eastham Director

The Women Crown Employees Office was established on April 1, 1974, to implement specific recommendations with respect to women employed by the Province of Ontario as outlined in the green paper "Equal Opportunity for Women in Ontario" presented in June 1973.

The Women Crown Employees Office is responsible for stimulating and facilitating career opportunities for women Crown employees and monitoring equal opportunity for women in the employment policies and practices of the civil service, public service and crown agencies.

During 1975-76, the Office undertook the following activities:

1. Information and Education

Office staff participated as speakers, panelists, or resource people at ministry conferences and seminars on equal employment opportunity. In August 1975, the Director of the WCEO and three ministry Women's Advisors, gave a presentation on the Ontario government's program to their counterparts in the Federal government. On a regular basis, the Office provides a three-hour orientation session on affirmative action as part of the Civil Service Commission's intermediate management course. In September 1975, the Executive Co-ordinator of Women's Programs and the Director of the WCEO were invited to give this presentation at the annual CSC senior management course. The Office also arranged for Mr. James Bennett, consultant, to give a presentation to a special joint meeting of the Deputy Ministers' and Personnel Councils in February 1976.

In cooperation with the Ministry of Transportation and Communications, the Office produced a 15-minute film on affirmative action within the OPS, entitled "A Time to Act". The film is designed to assist the ministries to orient their management staff to their role in implementing the affirmative action program. A discussion leaders information kit, and related transparencies, accompany the film.

The Office continued its monthly column, "Women on the Move" in the government's in-house magazine, Topical. This magazine was utilized for a 3-poster campaign, to draw attention to the government's affirmative action program, and to encourage women employees to contact their ministry's Women's Advisor. The Office continued to provide and distribute information and literature concerning affirmative action for women.

During 1975-76, the Office planned a joint union-management conference, sponsored by The Government of Ontario and OPSEU, on "Women in the OPS", which was held in April 1976. One hundred and fifty delegates were invited, representing both management and bargaining unit employees from across the province. The one-day program focused on four topics:

- Women and their Union
- Women and Employee Benefits
- Women and Working Conditions
- Women and Career Development.

2. Counselling and Career Planning

The Office continued its individual career counselling service between April and November 1975, but it has now been discontinued. This decision was made because of the increased availability of Women's Advisors and personnel staff for in-ministry counselling, and the CSC's commitment to establish a central career advisory service.

The emphasis of the Office has now switched to that of providing general career information as a resource for those who are conducting career counselling. For example, the Office developed a guide to existing bridge jobs within government, for the information of women who are interested in career mobility from general support occupations.

Several projects were initiated in conjunction with a task group of Women's Advisors on counselling and recruitment as follows:

- "Let's Talk" career information sessions. Lunch-time panels of career areas such as finance.
- "Let's Talk" series of career information brochures based on the above sessions.
- Preparation of a submission to the CSC on the need for a central career counselling and information service.
- Development of a career planning workbook for publication in 1976-77.

During 1975-76, the experimental day-care counselling service dealt with 172 employee enquiries concerning child-care arrangements. The day-care counselling service is now a regular part of the employee advisory centre, operated by the Ministry of Government Services, and a full-time day-care counsellor has been recruited.

3. Program Development and Co-ordination

The Office continued to liaise with and provide technical assistance to ministries and Crown agencies as they developed their affirmative action plans. In order to exchange information and to co-ordinate activities, the Office organized regular monthly business meetings and two residential seminars. The Office also provided support to three task groups of Women's Advisors on areas of common concern. These were: pay & classification, staff training & development, and counselling & recruitment.

4. Research and Monitoring

The Office has an ongoing responsibility to collect and prepare information for the annual reports on the status of women Crown employees, and to research and develop reforms in relevant corporate-wide policies and practices. During 1975-76, this monitoring activity focused on analysis and evaluation of ministry and agency affirmative action plans, and research into women's access to staff training and development opportunities. The Office discontinued direct monitoring of recruitment and selection in favour of in-ministry activity in this regard.

The Office continued to distribute a quarterly data package comparing the salary, occupational distribution and hiring and promotion activity of men and women in the OPS.

L.V. Pathe
Executive Director

The role of the industrial relations division is to further harmonious relations between employers and employees.

This program is provided through three activities - Program Administration, Conciliation and Mediation Services and the Labour-Management Arbitration Commission.

The Conciliation and Mediation Branch endeavours to promote peaceful settlements through conciliation and mediation services.

The Labour-Management Arbitration Commission recruits, trains and maintains a panel of approved arbitrators for referral to parties in need of grievance arbitration. The Commission also administers The Hospital Labour Disputes Arbitration Act.

The Executive Director, Industrial Relations is responsible for directing and co-ordinating the activities of the Industrial Relations Division. The Executive Director, on behalf of the Ministry, maintains a liaison with the Construction Industry Review Panel.

V.E. Scott
Director

Conciliation and Mediation Services Branch provides an effective service to assist labour and management to arrive at a settlement of disputes and reduce work stoppages in this province.

The Branch, operating under the authority of The Labour Relations Act, is organized into two sections composed of conciliation officers and mediators. A conciliation officer enters a dispute after management and labour have been unable to reach an agreement on a new contract and works with the parties until an agreement is reached or it appears the parties are unable to reach agreement. A mediator generally performs the same service after the conciliation process has been completed.

Either of labour, management, or both can apply for conciliation services. In the matter of a dispute which they cannot resolve themselves, they file an application with the Minister of Labour. If both parties have filed it together, it is termed a joint application. The Deputy Minister acknowledges its receipt and asks the other party if it has any objections to the request for services. Five days must pass before conciliation services are granted and the parties are so notified.

Ontario's labour relations legislation requires the parties in a dispute to use government conciliation services before they resort to a strike or lockout. After the conciliation officer has been appointed, he or she thoroughly investigates the case and conducts meetings and discussions with each party to attempt to help them arrive at an agreement acceptable to both.

The various stages in the conciliation procedure are as follows:

1. A conciliation officer is appointed after meetings at the labour-management level have broken down and application to the Ministry have been made.
2. The officer arranges one or more meetings with the two parties.
3. If these fail, the Minister of Labour may appoint a board on the recommendation of the officer or decide that "no board" shall be appointed. In the latter case, 14 days must elapse after the decision of the Minister has been released before a legal strike or lockout can be called.
4. The company or the union has five days to agree on the appointment of a board chairman. If they cannot agree, a chairman is appointed by the Minister. Each party selects a representative to act on its behalf on the board.
5. If the board fails to reach a settlement, it issues a report to the Minister, sometimes making recommendations. Seven days after the release of

the report by the Minister, the parties are free to stage a strike or lockout, if agreement is not reached.

6. In a few cases, compulsory arbitration may be the final stage. This happens in disputes involving hospitals. In this event, the arbitration board issues a report making decisions which are final and binding, and the parties must comply with them.

The successful operation of the system is predicated on the assumption that the parties themselves will work at the job of resolving their own differences. This means, in the final analysis, that both have to be willing to compromise their positions in order to move to a meeting of minds. It is quite fallacious to suggest that a mediator "settles" a dispute or that the government "settles" a dispute. Only they themselves can settle a dispute. The mediator – whether a conciliation officer or a conciliation board – plays a facilitating role. In a free collective bargaining system, a mediator cannot dictate what the settlement will be. A mediator can only strive to help the parties recognize the realities of their respective positions and make the inevitable compromise.

During the fiscal year 1975-76, 1,932 collective agreement disputes were in conciliation. Of these, 754 were settled at the conciliation officer stage.

Conciliation boards are no longer appointed as a matter of course when the parties have failed to settle at the officer stage. The policy is to establish them only where the Ministry believes they may be useful to the parties. This has reduced delays in the process.

In some cases, when the formal procedures were exhausted and strike action was either imminent or had taken place, the Branch, either by invitation from one or both of the parties or under the direction of the Minister in the public interest, has re-entered the case.

In 1975-76, there were 384 disputes in which post-conciliation or mediation assistance was given. Of these disputes, 331 resulted in agreement between the parties, of which 145 were settled after a work stoppage.

The complement of the branch is a Director, an Assistant Director, seven mediators, 12 conciliation officers and nine clerical and secretarial staff.

**Applications for Conciliation Services Dealt with
under The Labour Relations Act**

	Disputes 1975-76 (p)	1974-75	Employees 1975-76 (p)	1974-75
Office stage				
In process during fiscal year				
Total	2,783	1,934	354,341	253,411
In process at beginning of fiscal year	185	309	30,951	44,461
Referred to officers during fiscal year	2,598	1,625	323,390	208,947
Disposed of during fiscal year				
Total	2,424	1,749	302,712	222,460
Settled by officer				
Construction	152	73	9,682	1,046
Non-construction	561	681	73,221	62,520
Referred to conciliation boards	0	0	0	0
No boards				
Construction	670	114	45,056	4,639
Non-construction	1,018	866	174,408	152,793
Lapsed				
Construction	14	1	83	15
Non-construction	9	14	262	1,447
In process at end of fiscal year	359	185	51,629	30,951

Conciliation board stage

There were no conciliation boards in existence during the fiscal years 1974-75 and 1975-76.

In addition to the above, conciliation officers dealt with 13 police agreement disputes in 1974-75 and 19 in 1975-76. Since these disputes came under the Ontario Police Act and were not covered by the Ontario Labour Relations Act, they were not included in this table.

(p) Preliminary

**Voluntary Mediation Provided by the Conciliation and Mediation
Services, April 1, 1975 to March 31, 1976 (p)**

	No Work Stoppage Involved		Work Stoppage Involved		Total	
	Disputes	Empls.	Disputes	Empls.	Disputes	Empls.
Total Mediation in process during fiscal year	267	63,853	244	65,918	511	129,771
Carried over from previous months	23	2,186	10	991	33	3,177
Assigned during fiscal year	244	61,667	234	64,927	478	126,594
Disposed of	229	58,477	233	63,077	462	121,554
Settled during mediation	220	57,010	150	58,719	370	115,729
Settled following mediation assistance	4	1,330	65	3,746	69	5,076
To Arbitration	1	16	—	—	1	16
Lapsed	4	121	18	612	12	733
Pending, March 31, 1976	38	5,376	11	2,841	49	8,217

(p) Preliminary

**His Honour Judge Walter Little
Chairman**

The Ontario Labour-Management Arbitration Commission is concerned with the recruiting, training and maintenance of a panel of approved arbitrators and arbitration board chairmen. The Commission also, if required, will assist arbitrators by providing administrative services, arranging meeting dates and facilities. It prepares, publishes and distributes information respecting awards. In addition, it is authorized to sponsor research in the arbitration process.

The Commission administers The Ontario Labour-Management Arbitration Commission Act and The Hospital Labour Disputes Arbitration Act as amended by The Hospital Labour Disputes Arbitration Amendment Act, 1972.

Since creating the criteria for approval of arbitrators in 1970, the Commission has approved 59 persons as arbitrators, of whom 48 are active. The Commission has given a form of "tentative" approval to 14 applicants who, because of lack of experience as arbitrators, have not yet achieved mutual acceptability to both labour and management. Two of the approved and one of the "tentatively" approved are women.

Under The Hospital Labour Disputes Arbitration Act, as amended, the Commission has the following responsibilities:

- a) when the Minister is required to make an appointment he or she may appoint an arbitrator from those persons on the Commission's list of approved arbitrators;
- b) Chairmen of boards of arbitration in hospital disputes are required to notify the registrar of the Commission of the time and place for the first and any subsequent hearings of the boards of arbitration and the registrar, in turn, is required to notify the nominees of the parties and the parties of the time and place of such hearings;
- c) where a board of arbitration fails to render a decision within a reasonable time, the registrar is required to notify the Minister in order that he/she may issue any necessary orders to ensure that the decision of the board will be made without delay.

During the fiscal year, 833 awards in rights arbitrations were filed and, in the same period, the Commission supplied 265 panels of chairmen or sole arbitrators to parties in both rights and interest arbitrations. From these panels the parties chose 114

chairmen or sole arbitrators. Where the parties failed to choose arbitrators from the panels, the Minister appointed 134 chairmen or sole arbitrators; the registrar made three appointments under section 4 (6) under The Ontario Labour-Management Arbitration Commission Act. In the case of 14 panels, the matters in dispute were settled before a choice was made. In addition, the Minister appointed three nominees of parties at the request of the opposite parties.

The Commission publishes the monthly bulletin, giving information to those concerned with labour and management relations regarding the awards filed and all other matters of interest. The current circulation of the Commission's monthly bulletin is about 4,000.

The Commission held its sixth annual seminar on Friday and Saturday, January 30th and 31st, 1976, for all persons who were approved as arbitrators and those having "tentative" approval. A representative group of persons serving as nominees and counsel on boards of arbitration was invited to attend both sessions. The seminar again proved very successful and the Commission intends to hold another in 1977.

The Commission has a permanent chairman, three members representing employees and three representing employers. It is administered by a registrar and a staff of one person.

M.L. Skolnik
Director

The Research Branch does analytical work necessary to the development and evaluation of labour policy and legislation and supplies information pertaining to labour in Ontario. The Branch is concerned with the research and information needs of both the government and the public on matters related to the Ministry's legislation and programs, as well as a broad range of other labour issues. Important topics of concern include occupational health and safety, labour relations and collective bargaining, wages and conditions of work, employment interests of women and minorities, job satisfaction, productivity, employment termination, and labour shortages and surpluses.

Development of Information

During 1975-76, there was an unusually great demand on the Branch for information on wages, hours of work, the collective bargaining outlook, and work injuries, related to Ministry legislation and programs, and to Ontario's participation in the Anti-Inflation Program. To establish a satisfactory base for meeting these types of demands now and in the future, the Branch undertook a number of basic information development and improvement activities.

Standards

A substantial amount of survey work was undertaken for purposes of monitoring and evaluating the level of various standards applying to wages, hours, and benefits. A survey of wages, hours, and overtime pay provisions in selected manufacturing, service, and trade industries was carried out because there is no other reliable source of information on the numbers of workers employed at relatively low wage rates and at specific hours of work. This survey is representative of over 90,000 establishments and 1,200,000 employees in Ontario, and was carried out with field assistance from Employment Standards Officers. The processing of the survey involved coding over 4000 forms and keypunching 310,000 cards. The results are used in evaluating the minimum wage and other standards, as well as by other government agencies and outside researchers.

During 1975-76, the Ministry launched a major effort to revise construction industry schedules under The Industrial Standards Act and the Fair Wage regulations. Revision of these schedules requires detailed data on wage rates, hours, and over-time pay provisions by trade, type of construction, and location. To obtain the required data, the Branch carried out a survey of 7091 employers in the Construction Industry. The survey was carried out in co-operation with The Labour Services Division, and most of the interviewing was done by 46 summer students hired by the Youth Secretariat under the Experience '75 Program. As on other Branch surveys, the programming and systems work was done by the Systems and A.D.P. Branch.

Other surveys which the Branch carried out or participated in to provide information for evaluating

standards were on the impact of overtime pay for forty-four hours per week, and on earnings, hours and on employment arrangements of apartment superintendents.

Safety

There is a great need for better information on the characteristics and circumstances of work injuries and fatalities for use in evaluating present occupational health and safety legislation and programs. A wealth of information is available from The Workmen's Compensation Board, The Ministry Safety Branches, and the various safety associations. The information needs to be integrated, collated, checked for consistency, and re-shaped for specific analytical and monitoring purposes. During 1975-76, a substantial amount of developmental work of this type was undertaken, focussing on an analysis of 1975 work injuries, 1973 and 1974 work fatalities, and analysis of construction fatalities occurring between 1964 and 1974. This work will provide the basis for analyzing trends in work injuries, making comparisons between accident experience in Ontario and other jurisdictions, and monitoring the effectiveness of safety inspection programs.

Labour Relations and Collective Bargaining

The Branch maintains many on-going information and monitoring programs. During 1975-76 there were expansions and technical improvements in several of these programs, as well as additions and modifications designed specifically to enable us to monitor and evaluate the effects of the Anti-Inflation Program.

The Bargaining Information Series, which provides mainly short reports on the provisions of Ontario Collective Agreements, was established during the 1974-75 year. During 1975-76, eight reports were published in this series covering such topics as sick-leave plans and weekly sickness and accident indemnity insurance plans; major medical, prescription drug and dental plans; cost-of-living provisions; paid vacations and paid holidays; and overtime compensation. Also published in this series were reports on hourly wage rates for selected occupations in hospitals and in nursing homes and the annual report on collective agreement expirations. The data for these reports are extracted from a computerized system in which information on approximately 200 provisions is coded for contracts covering 200 or more workers in all industries except construction and all contracts regardless of bargaining unit size in the hospital, municipal, public utility, nursing home, homes for the aged and a few other small service industries. The system is designed to provide quick access to such information for conciliation officers, unions, employers, government officials, researchers, and the public.

In addition to using collective agreements for this analysis, the Branch also undertakes detailed study of specific provisions, provides information from agreements upon request, and allows public access

to the agreements. The agreements are maintained in the collective agreements library which attempts to acquire all agreements negotiated in Ontario. At the end of 1975 there were 6,529 current non-construction agreements on file and 271 pattern-setting construction agreements covering a total of 1,203,600 workers. The collective agreements library serviced a total of 2,154 borrowers. Of these, 1,576 were Ministry personnel and 578 from outside the Ministry. Principal users were unions, employers, the Labour Relations Board, conciliation and mediation officers, and the Research Branch.

The establishment of the Anti-Inflation Program in October 1975 generated increased interest and new demand for information on collective agreement expirations, negotiations and settlements. Consequently the Branch has added information on ruling of The Anti-Inflation Board to our Monthly Settlements Report. This report describes the terms of settlements of all contracts covering 200 or more workers in Ontario, and all pattern-setting construction contracts. The information is obtained from a continuous monitoring activity. During 1975-76, the report was expanded to include information on current stages of negotiations in progress, highlights of key settlements, and forthcoming expirations, as well as Anti-Inflation Board rulings.

The settlements monitoring program yields information on changes in base wage rates negotiated in contracts covering 200 or more employees in Ontario. Tables showing cents per hour and percentage increases in base rates are published in a quarterly report. These tables have been compiled manually, and for that reason it has been difficult to meet requests for special tabulations, e.g. for different industry groupings or different time periods. This had been an especially serious problem since the Anti-Inflation program came into existence. During 1975-76, major programming and systems design work was undertaken for establishing a computerized system for analysing wage rate change in collective bargaining settlements.

In addition to the activities above, the Branch also processed and made available statistics on conciliation and mediation experience, work stoppages, union certification and related data on Ontario Labour Relations Board cases, and again produced an annual report on Hours, Wages, and Related Payments in the Ontario Construction Industry, derived from analysing current collective agreements in the construction industry.

Manpower and Employment Opportunity

During 1975-76, the Branch put heavy emphasis on developing unemployment and job vacancy data for use in on-going monitoring of labour market conditions. The Branch obtains computer tapes from the Statistics Canada Job Vacancy Survey quarterly, and these are processed to provide a more detailed breakdown of the regional and occupational composition of job vacancies in Ontario than is available elsewhere, as well as a seasonally adjusted series on vacancies and vacancy rates. The computer program is now operational, and the first report,

giving historical trends from 1970 through the third quarter of 1975 was published in the Employment Information Series in March, 1976.

For producing information on unemployment, the Branch relies on both the Statistics Canada Labour Force Survey and claimant data from the Unemployment Insurance Commission. A program has been developed in the Branch which produces estimates of unemployment from these two sources at a finer level of disaggregation than available from the Labour Force Survey. An internal working paper describing the methodology for making these estimates and comparing the various sources of data on unemployment was produced before the first estimates were made. By the end of 1975-76 year the first estimates of unemployment by occupation and region were available.

Another major aspect of the Branch's work in the manpower area has been the monitoring of lay-offs. The Branch produced monthly reports on lay-off cases handled by The Ministry's Employment Adjustment Service; monthly reports on lay-offs in the auto industry, and semi-annual reports on known lay-offs involving 25 or more employees.

In the area of employment opportunity, the Branch prepares quarterly data packages on women in the Public Service for the Women Crown Employees Office for use of Women's Advisors in all Ministries; developed data for use in the Fact Sheets put out by the Ministry's Women's Bureau; initiated a survey of Women in Management; and compiled selected data from the 1971 Census showing differences in employment patterns by ethnic origin for communities in Ontario.

Policy Studies and Special Projects

During 1975-76 the Branch carried out, completed, or participated in a number of studies which reviewed existing legislation and program delivery or explored the need for new Ministry initiatives. In October 1975, the Branch published a report which examined the impact of legislated employee support requirements on securing union certification. This report developed out of background work done for the review of labour relations legislation during the previous year. Another publication during the year was a case study of job enrichment based on the experience of a large retail food chain in Ontario. This report was the second in a series of case studies of innovative work arrangements carried out by the Branch in order to provide information for employers and employees, as well as providing guidance for the Ministry in developing programs to encourage improvements in job satisfaction and productivity. These objectives were served also by a Branch publication which presented a comparative review of innovative working time arrangements in Ontario. This study compared the extent of adoption, benefits, and implementation problems of known compressed, staggered hour, and flexible hour work schedules in Ontario.

The majority of analytical studies during 1975-76 were undertaken to assist senior officials and program managers in the Ministry of Labour, the

Ontario Manpower Co-ordinating Committee, other Ministries and various Inter-Ministerial and Federal-Provincial Committees, and were not published. As in recent years, a substantial amount of this type of work focussed on the minimum wage. During 1975-76, the Branch prepared two major reviews of the minimum wage level in addition to a lengthy paper examining the impact on agriculture of increasing the minimum rate for harvest workers; an assessment of the pros and cons of introducing a tip differential in the minimum wage; and a short paper on the student differential. Other work related to employment standards included a review of the exemption for apartment superintendents and the design for a study of the working conditions and arrangements of domestic workers. The latter study was to have been contracted out but was halted by the moratorium on contract research arising from the July 1975 Budget. Two other studies which may have some long run implications for the way employment standards programs are delivered were initiated and the bulk of the work carried out in 1975-76. These are an evaluation of the code-a-phone experiment in Peterborough and a survey of awareness of employment standards. In addition to these projects, the Branch carried out additional background study of the Employment Standards Act and produced an exploratory paper on the need for protection against "unfair" dismissals. During the latter part of the fiscal year, the Branch undertook a study of the concept of equal pay for work of equal value and its implications. This project included examination of the limited empirical data which exist on male-female wage differentials, including a study of occupational ranking by annual earnings and sex based on 1971 census data.

In the area of occupational health and safety, the Branch carried out extensive analyses of the gaps in the present network of occupational and public health and safety legislation. As in the previous year, work was also undertaken to assist the operating branches in implementing a management-by-results approach. Assistance of this type included an analysis of the impact of changes in construction safety enforcement activities in Northern Ontario.

While the main emphasis in the manpower area was on development of information on labour market conditions, analytical papers were produced on employment trends, the distinctive effect of income support programs, the employment effects of the Canada-U.S. Auto Pact, turnover, absenteeism, and labour utilization problems, youth unemployment, and the employment implications of mining and forestry related developments in Northern Ontario. During 1975-76, the bulk of the work was completed on a comprehensive study of manpower requirements and training needs for the food processing industry in Ontario, a study undertaken at the request of The Ministry of Industry and Tourism and George Brown College.

Finally, a great deal of the Branch's time and energy went into two large special projects. One of these was a pilot project which consisted of testing an innovative methodology for forecasting construction labour requirements and supplies for 21

trades by region for three years. This study included a survey of all major public and private sector construction clients, a survey of all construction union locals in the province, and development of conversion factors which indicate the labour requirements by month for each of 21 trades for up to 70 different types of structures. This project was undertaken under the auspices of the Construction Industry Review Panel. The project depended heavily upon contract staff and consultants and was affected quite adversely by the moratorium arising from the July 1975 Budget which among other things, delayed commencement of work until November 1975. Also set back by the moratorium on contract research and consulting was the Northwestern Ontario Manpower Adjustment Study. This study is being carried out under a Federal-Provincial Agreement, and most of the funds are provided by the Canada Department of Regional Economic Expansion and the Ontario Ministry of Treasury, Economics and Intergovernmental Affairs. The purpose of the study is to examine the match between people and jobs, and particularly the role which migration and turnover play in preventing a more satisfactory matching.

Research Library

The Research Library contains over 40,000 books, periodicals, research studies and news releases. During the year, the library acquired more than 5,000 monographs and processed over 18,000 serial publications. Approximately 1200 items were circulated monthly in the Ministry and about 100 to users outside the Ministry. A professional Reference Librarian was hired for the first time which enabled the Library to provide better service to its clientele. During the year, over 6,000 enquiries for information were received from ministerial staff and the public. This is almost triple the number of the previous year.

The number of requests from the library selection service continued to expand during the year. It resulted in 7,800 direct requests for articles and 1,800 for books. The inter-library loan service provided by the Library processed over 1,500 requests. The Library prepared several special bibliographies on such topics as affirmative action, labour turnover, human rights, and equal pay for work of equal value.

The decisions of the Ontario Labour Relations Board from 1944 to 1974 are being indexed by a professional librarian. A library technician was hired to organize and maintain the satellite collection in the Ontario Labour Relations Board.

D.D. Carter **Chairman**

The Ontario Labour Relations Board administers a large part of The Labour Relations Act including: certification of trade unions as collective bargaining agents for employees, termination of collective bargaining rights, issuing of directions and declarations where unlawful strikes and lockouts have occurred, investigation and hearing of complaints of contraventions of the Act and the granting of remedial orders where the Act has been contravened, granting leave to prosecute, settlement of jurisdictional disputes, accreditation of employers' organizations in the construction industry, and arbitration of disputes arising under construction industry collective agreements. In addition, the Board has a jurisdiction under The Hospital Labour Disputes Arbitration Act to issue directions and declarations in the case of unlawful strikes and lockouts, to grant to leave to prosecute, and to issue other remedial orders. The Labour Relations Board also exercises a wide supervisory and remedial jurisdiction under The Colleges Collective Bargaining Act, 1975, and a limited remedial jurisdiction under The School Boards and Teachers Collective Negotiations Act, 1975.

Composition

The Board is composed of a Chairman, nine Vice-Chairmen (one, the Alternate Chairman), eight employer representatives and eight employee representatives, all appointed by the Lieutenant Governor in Council. Under the Act, the Board may sit in two or more divisions, provided a quorum is present in each division. One division has been designated as the construction industry division, handling most certification and termination applications in the construction industry, and most disputes relating to work jurisdiction. The powers of the Board in respect of certain matters may also be exercised by the Chairman, the Alternate Chairman, or a Vice-Chairman sitting alone.

Location of Hearing

It is common for three and, with increasing frequency, four divisions to be sitting simultaneously, sometimes in different parts of the Province. While most cases are heard in Toronto, complaints involving discrimination in employment or cases involving a substantial number of witnesses are generally heard at or near the municipality in which the employer is located. In addition, investigations by field officers into complaints of discrimination in employment, inquiries by examiners as directed by the Board and representation votes conducted by returning officers are normally held at or near the premises of the employer.

Extension of Responsibilities

In July of 1975, The Labour Relations Act was substantially amended. The scope of the Board's remedial authority was expanded so that it could more effectively deal with all contraventions of the Act. The power of the Board to issue no-strike

directions was extended. A jurisdiction to arbitrate disputes arising out of the interpretation of collective agreements in the construction industry was given to the Board. In addition, the certification procedure was streamlined by allowing the Board to grant interim certification when disputes concerning the composition of the bargaining unit could not affect the trade union's right to certification. The Colleges Collective Bargaining Act, 1975, and The School Boards and Teachers Collective Negotiations Act, 1975, also conferred upon the Board certain responsibilities relating to the administration of these two statutes.

Board Reports

The Board publishes a monthly report available free to the public. The report is printed in two severable sections. The first section contains the full text of significant Board decisions along with an index of summaries on the subject matter of these decisions. The second section lists the cases disposed of by the Board, describes the bargaining units found in certification cases, and provides quarterly statistics of the Board's operations.

The 12 issues of the report published in fiscal year 1975-76 contained a total of 1,228 pages, of which 882 included the texts of 432 Board decisions. Together, the reports can form an annual law report for those who argue cases before the Board.

During the fiscal year ending March 31, 1976, 15,281 copies of the report were mailed to persons and organizations in Ontario. Another 408 were mailed to the other Provinces, the United States and other countries.

Summary of Operations

The Board employs a field staff of 16 labour relations and returning officers to assist it in the administration of the Act. The field staff also assists in conducting votes in connection with strikes, the ratification of collective agreements, and the selection of union officers, when the Board receives the occasional, voluntary request for assistance.

In 1975-76, labour relations officers were assigned a total of 708 cases for investigation (Table 3). This number was comprised of 267 representation cases (including matters relating to certification, accreditation or termination applications); 350 complaints alleging a contravention of the Act; 67 grievances arising out of construction industry collective agreements; and 24 relating to the status of individuals as employees.

The officers secured agreement of the parties in a total of 354 cases, and submitted reports in 245 in which they were unable to obtain settlements. Fourteen cases were withdrawn before investigation began and 16 were dismissed by the Board when the parties sought withdrawal during investigation or after a date had been set for the officer to meet with the parties. The remaining 79 cases were still under investigation at the end of the year.

Returning officers conducted a total of 271 elections directed by the Board (Table 4). These

included 241 held in certification cases, 28 in termination of bargaining rights cases and 2 in cases involving the status of successor employers. There were 17,183 employees eligible to vote in the certification elections, and 14,095, or 86 per cent of them, cast their ballots. In the termination elections, 552 of the 610 eligible employees voted, and 64 of the 75 eligible employees voted in the successor status elections.

Case Load

In 1975-76 the Board received a total of 1,952 cases, disposing of 1,837 during the same period. At the end of the fiscal year, there were 505 cases pending at various stages of processing, compared to 399 at the end of the previous year.

During the fiscal year the Board conducted 1,462 hearings and continuations of hearings, an increase of 126 from 1974-75. Twelve of the hearings were conducted by a Vice-Chairman sitting alone.

A breakdown of the cases received and disposed of by the Board in 1975-76 is provided in Table 1. A comparison of this year's case intake and dispositions with those of the previous four years is presented in Table 2. The results of investigations conducted by the Board's labour relations officers are shown in Table 3, and the results of representation elections conducted by the returning officers are given in Table 4.

Certification of Bargaining Agents

In 1975-76 the Board received 1,123 certification applications, 230 fewer than in 1974-75. Unions affiliated with the Canadian Labour Congress filed the bulk of the applications (Table 5), 79 per cent of the total intake. Of the 58 affiliates involved, the Carpenters' Union submitted 149 applications, the Labourers' Union 124, the Public Employees' Union (CUPE) 76, and the International Union of Operating Engineers 61. International and national unions not affiliated with the Canadian Labour Congress filed 235 applications, or 20 per cent of the total, with the Teamsters' Union leading with 83, followed by the Ontario Nurses' Association with 36 and the Christian Labour Association with 34. Independent unions confined to a single plant or employer filed the remaining 54.

Table 6 gives the industrial distribution of the certification applications filed in the fiscal year 1975-76. Non-manufacturing establishments accounted for 861, or 79 per cent, of the total 1,123 received. Within this category, the construction industry led with 406 applications, health and welfare services followed with 120, and retail trade was third with 54. Of the 232 applications in manufacturing, metal fabricating plants led with 43 applications, followed by food and beverage industries with 39.

The Board also processed 203 applications that were carried over from the previous year, making a total certification case load of 1,326. Of this total, 1,154 were disposed of, 765 of which were granted, 222 dismissed, and 167 withdrawn. The remaining 172 cases were pending at March 31, 1976. The 765 cases

in which certification was granted represented 66 per cent of the total disposed of compared with 68 per cent in 1974-75.

Of the 987 applications that were certified or dismissed, final decisions in 219 cases (22 per cent) were based on the results of representation elections (Table 4A). By comparison, in fiscal year 1974-75, of the 1,169 applications which were certified or dismissed, 275 (23.5 per cent) were based on the results of representation elections. Of the 219 elections conducted, unions won 136 and lost 83. There were 17,361 employees eligible to vote in the total 219 elections and 13,009, or 75 per cent, of them cast their ballots. In the 136 elections that were won and resulted in certification, 8,552, or 69 per cent, of the 12,432 employees who were eligible to vote, cast their ballots; and of the 8,552 who cast ballots, 6,410, or 75 per cent, favoured union representation. Of the 4,929 eligible voters in the 83 elections that were lost and resulted in dismissal, 4,457, or 90 per cent, voted; and of those who voted, 1,796, or 33 per cent were in favour of unions.

Small bargaining units continued to predominate in certified cases (Table 7). The average size of the units granted in the 765 cases certified in 1975-76 was 34 employees, three more than 1974-75. About 81 per cent of these cases involved units of fewer than 40 employees, and 51 per cent applied to units of fewer than 10 employees (Table 7). The total number of employees affected by the 765 applications in which certification was granted was 26,031. This was 1,677 employees less than the number covered by the 894 certifications in 1974-75.

Table 8 shows the time taken by the Board to process the 765 applications in which certification was granted. About 88 per cent of these cases took 84 days (three months) or less to process from filing to disposition, 77 per cent took 56 days (two months) or less, 62 per cent took 28 days (one month) or less, and 48 per cent required 21 days (three weeks) or less. Only 2 per cent, 14 cases, took longer than 168 days (six months). In contrast, 89 per cent of the cases that were certified in 1974-75 took 84 days (three months) or less to process from filing to disposition, 81 per cent took 56 days (two months) or less, 62 per cent took 28 days (one month) or less, 52 per cent required 21 days (three weeks) or less and 4 per cent (32 cases) needed more than 168 days (six months).

Termination of Bargaining Rights

During the fiscal year 1975-76, the Board received 64 applications seeking termination of the bargaining rights of trade unions, compared with 58 in 1974-75. In addition, there was a carry-over of 14 cases from last year. Of the 78 total, termination was granted in 43 cases, 23 were dismissed and 4 were withdrawn. Eight cases were pending at the close of the year. Unions lost the right to represent 879 employees in

the 43 cases that were granted, and retained that right in the 27 cases that were dismissed or withdrawn.

Of the 66 cases that were granted or dismissed, 30 were concluded on the results of representation elections (Table 4A). There were 654 employees eligible to vote in the 30 elections that were held, of whom 592, or 90 per cent, cast their ballots.

Declaration of Successor Trade Union or Successor Employer

In 1975-76 the Board dealt with 22 applications for declaration concerning the status of successor trade unions, compared to 49 in 1974-75. Affirmative declarations were issued by the Board in 17 cases, 2 were dismissed, and 3 were pending at the end of the year.

The Board also processed 24 applications for declaration concerning the status of successor employers, compared to 29 in 1974-75. Affirmative declarations were issued in 4 cases, 10 cases were dismissed, 2 were withdrawn, and 8 were pending at the close of the year. A representation election was conducted in one of the cases, and of the 53 employees eligible to vote, 48 participated (Table 4A).

Declaration of Single Employer Status

Seven applications were received under section 1(4) of the Act for declaration that two or more employers constituted a single company. This section was amended on July 18, 1975 to allow applications to be filed directly under it. Previously, the section could only be raised in aid of an application made under another section of the Act. Two of the cases were dismissed, and five were pending at the end of the year.

Accreditation of Employer Organizations

During the fiscal year 1975-76 the Board received 5 applications for accreditation of employer organizations in the construction industry. Eleven were carried over from the previous year. Of the 16 cases, 9 accreditations were issued to organizations to represent 195 construction firms employing 1,664 workers. The remaining 7 cases were pending at the end of the year.

Declaration of Unlawful Strike or Lockout

In 1975-76, the Board received 46 applications for declarations that employees had engaged in unlawful strikes. There were 11 carried over from the previous year. Of the total 57 cases, 8 were granted, 7 were dismissed and 20 were withdrawn. Twenty-two cases were pending at the end of the year. A total of 1,412 employees were involved in the 8 cases in which strikes were declared illegal by the Board.

The Board also dealt with two applications for declaration of unlawful lockouts. Of these, one was dismissed and the other was withdrawn.

Direction Respecting Unlawful Strike

Twelve applications were received under the recently amended section 82, seeking directions in respect to alleged unlawful strikes occurring outside of the construction industry. One case was filed under section 63 of The Colleges Collective Bargaining Act.

Directions were issued in three cases, one case was dismissed, six were withdrawn and three were pending at the end of the year.

The Board also dealt with 56 applications under section 128, 13 of which were carried over from last year, seeking directions in respect to alleged unlawful strikes in the construction industry. Sixteen directions were granted, 2 applications were dismissed and 14 were withdrawn. Twenty-four applications were pending at the close of the year.

Consent to Prosecute

In 1975-76 the Board received 128 applications for consent to prosecute, filed under the Ontario Labour Relations Act. This figure was 19 less than in 1974-75. Employers filed 33 of these cases against trade unions and employees for alleged unlawful strikes. Unions and employees submitted 92 cases against employers and 3 against other unions. There were 47 cases carried over from last year, making a total of 175 prosecution cases processed by the Board in 1975-76.

Of the total, 17 were granted, 17 were dismissed and 57 were withdrawn. The remaining 84 were pending at the end of the year. Of the 17 cases granted, 4 were against employers, 5 were against trade unions and the remaining 8 were against employees.

The Board also received one application for consent to prosecute, filed against a union under The Hospital Labour Disputes Arbitration Act, and 5 were carried over from last year. Of the total, one case was withdrawn and 5 were pending at the year's end.

Complaints Alleging Contraventions of the Act

In the fiscal year 1975-76, the Board received 304 complaints alleging contravention of the Act, an increase of 110 from the number for last year. Unions filed 199 of the complaints, of which 195 were against employers, 3 against other unions, and one against another union and an employer jointly. Employees submitted 103, of which 25 were against employers, 64 against unions, and 14 against unions and employers jointly. Two cases were filed by employers against unions. The principal complaint directed at employers was alleged illegal discharge or discrimination against employee for union activity, and failure to bargain in good faith. Against unions the principal charge was alleged failure to represent employees fairly.

An additional 55 complaints were carried over from the previous fiscal year, making a total of 359 cases dealt with by the Board in 1975-76. Of the total, 264 were disposed of, and the remaining 95 were pending at the end of the year.

Of the 264 complaints that were disposed of, 159 were settled in discussions with Board labour relations officers, 5 were withdrawn before an officer was appointed, 4 were dismissed by screening panels, one was dismissed and 6 were withdrawn after they had been listed for hearing, and 89 went to hearings by the Board. In the 159 cases settled by the labour relations officers a total of \$5,725.19 was

recovered for 21 employees, 4 of whom were also reinstated along with another 23 for whom no compensation was recovered.

Of the 89 that were heard, the Board granted relief in 18 cases, 55 were dismissed, and 16 were withdrawn. In the 18 cases in which violations were found, the Board ordered employers and a union to pay specific compensation to 54 employees amounting to a total of \$5,426.00, and payments to another 21 employees were to be agreed upon by the parties. In addition, the Board directed employers to reinstate 27 of these employees and another for whom compensation was not ordered.

Trusteeship Reports

During the fiscal year, 8 statements were filed with the Board by parent unions reporting that local unions had been placed under trusteeship, compared to 6 in 1974-75. Since the trusteeship provisions of the Act came into force in 1960, a total of 86 trusteeships were reported as of March 31, 1976. Of this number, 55 were reported discontinued by parent unions, including 3 this year. At the end of the fiscal year, there were 14 trusteeships still in effect, and the status of the remaining 14 were not known.

Jurisdictional Dispute

Thirty complaints of jurisdictional disputes were dealt with by the Board during the fiscal year 1975-76. Thirteen of the complaints contained requests for interim orders, cease and desist directions, and final directions; 5 included requests for interim orders and final directions; one sought a cease and desist direction and a final direction; and 11 requested final directions only.

Of the 30 complaints, one was dismissed, 11 were withdrawn, and the remaining 18 were pending at the close of the year.

Construction Industry Grievances

Seventy-five grievances in the construction industry were referred to the Board under section 112a of the Act, introduced on July 18, 1975. Forty-six of these cases were disposed of, and the remaining 29 were pending at the end of the year. Of the 46 that were closed, 34 were settled in discussions with Board labour relations officers, and the remaining 12 went to hearing by the Board. Of these 12, the Board granted relief in 5 cases, 3 were dismissed and 4 were withdrawn. A total of \$23,268.04 in welfare, check-off, vacation and overtime payments was recovered for unions and employees.

Miscellaneous Applications and Complaints

One application was carried over from the previous year under section 37(3) of the Act, seeking modification of the arbitration provisions in a collective agreement. It was granted.

Seven applications were filed during the year under section 39 of the Act, in which employees sought exemptions from the union security provisions of collective agreements because of their religious beliefs. Five of these cases were granted and 2 were pending at the year end.

Thirty-one applications were processed under section 44(3) of the Act, seeking early termination of collective agreements. Consent to early termination was granted in 28 cases, leaving 3 pending at the end of the year.

One case which concerned the alleged failure of a trade union to provide a member with a copy of its financial statement was dismissed.

The Board received 35 applications under section 95(2) of the Act, in which decisions were sought on whether persons were employees under the Act. There were 2 cases carried over from the previous year. Of the total 37, decisions were issued clarifying the matter in 12 cases, 1 case was dismissed and 9 were withdrawn. The remaining 15 were pending at the end of the year.

Twenty-three cases were referred to the Board by the Minister of Labour under section 96 of the Act for opinions on questions arising from conciliation applications or requests for the appointment of arbitrators. Two other cases were carried over from the previous year. Of the total 25 cases, 18 were disposed of, and the remaining 7 were pending on March 31, 1976.

Table 1

Summary of Applications and Complaints Dealt with by Ontario
Labour Relations Board, Fiscal Year 1975-76

Type of Case	Caseload			Disposed Of				Pending March 31, 1976
	Total	Carried over from 1974-75	Filed in 1975-76	Total	Granted	Dismissed	Withdrawn	
Total, all types	2,342	390	1,952	1,837	965	358	512	505
Certification of bargaining agents	1,326	203	1,123	1,154	765	222	167	172
Declaration of termination of bargaining rights	78	14	64	70	43	23	4	8
Declaration of successor trade union or employer	46	14	32	35	21	12	2	11
Declaration of common employer status	7	—	7	2	—	—	—	5
Accreditation of employer organization	16	11	5	9	9	—	—	7
Declaration of unlawful strike or lock-out	59	11	48	37	8	8	21	22
Direction respecting unlawful strike or lock-out	69	13	56	42	19	33	20	27
Consent to prosecute	175	47	128	91	17	17	57	84
Complaints alleging a contravention of the Act	359	55	304	264	18	62	184	95
Modification of arbitration provision in collective agreement	1	1	—	1	1	—	—	—
Exemption from union security provision in collective agreement	7	—	7	5	5	—	—	2
Early termination of collective agreement	31	4	27	28	28	—	—	3
Trade union financial statement	1	—	1	1	—	1	—	—
Complaint respecting jurisdictional dispute	30	13	17	12	—	1	11	18
Question of employee status	37	2	35	22	12	1	9	15
Referral by Minister of a question regarding appointment of conciliation officer or arbitration board member	25	2	23	18	14	3	1	7
Reference of grievance in construction industry	75	—	75	46	5	5	36	29

Table 2

Applications and Complaints Received and Disposed of by Ontario
Labour Relations Board, Fiscal Years 1971-72 to 1975-76

Type of Case	Number Received, Fiscal Year						Number Disposed of, Fiscal Year					
	Total	1971-72	1972-73	1973-74	1974-75	1975-76	Total	1971-72	1972-73	1973-74	1974-75	1975-76
Total, All Types	9,367	1,598	1,766	1,898	2,154	1,952	9,062	1,498	1,705	1,887	2,135	1,837
Certification of bargaining agents	5,824	949	1,111	1,318	1,323	1,123	5,773	915	1,093	1,291	1,320	1,154
Declaration of termination of bargaining rights	318	73	56	67	58	64	317	70	58	60	59	70
Declaration of success trade union or employer	222	26	60	42	62	32	215	25	34	57	64	35
Accreditation of employer organization	66	25	23	4	9	5	59	4	14	19	13	9
Declaration of common employer status	7	—	—	—	—	7	2	—	—	—	—	2
Declaration of unlawful strike or lockout	212	35	32	25	72	48	193	36	29	26	65	37
Direction respecting unlawful strike or lockout	141	10	22	27	30	56	115	10	21	22	20	42
Consent to prosecute	686	173	133	91	161	128	616	172	132	92	129	91
Complaints alleging a contravention of the Act	1,152	192	241	221	194	304	1,077	149	224	233	207	264
Miscellaneous	736	115	88	103	245	185	695	117	100	87	258	133

Table 3

Results of Investigations Conducted by Examiner and Field Officers in Cases Processed by Ontario Labour Relations Board, Fiscal Year 1975-76

Type of Case	Total assigned for investigation	Board Hearing Required	Agreement or settlement obtained	Withdrawn before investigation began	Dismissed (withdrawal during investigation denied)	Investigation pending at March 31, 1976
Total, all types	708	245	354	14	16	79
Certification of bargaining agents	252	48	139	9	14	42
Termination of bargaining rights	1	—	1	—	—	—
Accreditation	14	9	5	—	—	—
Status of person as employee	24	8	4	4	—	8
Complaints alleging a contravention of the Act	350	155	173	1	—	21
Construction industry grievance	67	25	32	—	2	8

Table 4

Results of Representation Elections Conducted¹ by Ontario Labour Relations Board, Fiscal Year 1975-76

Type of Elections	Number of Elections			Employees Eligible to Vote			Votes Cast by Eligible Employees			Votes Cast in Favour of Unions		
	Total	Won	Lost	Total	In Elections		Total	In Elections		Total	In Elections	
					Won	Lost		Won	Lost		Won	Lost
Total, all types	271	152	119	17,183	11,192	5,991	14,095	8,735	5,362	8,585	6,640	1,945
Certification Elections	241	148	93	16,498	11,086	5,412	13,475	8,635	4,840	8,356	6,555	1,801
Pre-Hearing cases	118	81	37	8,633	5,045	3,588	7,588	4,374	3,214	4,621	3,377	1,244
One-union elections	54	27	27	4,769	2,375	2,394	4,143	2,028	2,115	2,233	1,412	821
Two-union elections	64	54	10	3,864	2,670	1,194	3,445	2,346	1,099	2,388	1,965	423
Two-union elections with "No-union" choice	—	—	—	—	—	—	—	—	—	—	—	—
Construction cases	9	5	4	151	77	74	141	75	66	69	47	22
One-union elections	7	3	4	133	59	74	123	57	66	55	33	22
Two-union elections	2	2	—	18	18	—	18	18	—	14	14	—
Regular cases	114	62	52	7,714	5,964	1,750	5,746	4,186	1,560	3,666	3,131	535
One-union elections	97	53	44	6,392	5,210	1,182	4,531	3,489	1,042	2,977	2,631	346
Two-union elections	16	8	8	1,262	714	568	1,180	662	518	667	478	189
Two-union elections with "No-union" choice	1	1	—	40	40	—	35	35	—	22	22	—
Successor employer elections	2	2	—	75	75	—	68	68	—	64	64	—
Two-union elections	2	2	—	75	75	—	68	68	—	64	64	—
Termination of bargaining rights elections	28	2	26	610	31	579	552	30	522	165	21	144

¹ Includes all elections conducted during the Fiscal Year 1974-75 in which the ballots cast were counted. Where an initial election was set aside after the ballots cast had been counted and a rerun election was conducted, both the initial and rerun elections are included in the table.

Table 4A

Results of Final Representation Elections¹ in Applications Disposed of by Ontario Labour Relations Board, Fiscal Year 1975-76

Type of Elections	Number of Elections			Employees Eligible to Vote			Votes Cast by Eligible Employees			Votes Cast in Favour of Unions		
	Total	Won	Lost	Total	In Elections		Total	In Elections		Total	In Elections	
					Won	Lost		Won	Lost		Won	Lost
Total, all types	250	139	111	18,068	12,516	5,552	13,632	8,632	5,019	8,275	6,479	1,796
Certification Elections	219	136	83	17,361	12,432	4,929	13,009	8,552	4,457	8,050	6,410	1,640
Pre-Hearing cases	113	79	34	10,910	7,568	3,342	7,889	4,894	2,995	4,814	3,657	1,157
One-union elections	55	30	25	7,256	5,086	2,224	4,740	2,783	1,917	2,715	1,973	742
Two-union elections	57	48	9	3,232	2,060	1,172	2,903	1,825	1,078	1,949	1,534	415
Two-union elections with "No-union" choice	1	1	—	422	422	—	286	286	—	150	150	—
Construction cases	9	5	4	151	77	74	141	75	66	69	47	22
One-union elections	7	3	4	133	59	74	123	57	66	55	33	22
Two-union elections	2	2	—	18	18	—	18	18	—	14	14	—
Regular cases	97	52	45	6,300	4,787	1,513	4,979	3,583	1,396	3,167	2,706	461
One-union elections	84	45	39	5,522	4,480	1,062	4,263	3,276	987	2,801	2,473	328
Two-union elections	12	6	6	738	287	451	681	272	409	344	211	133
Two-union elections with "No-union" choice	1	1	—	40	40	—	35	35	—	22	22	—
Successor employer elections	1	1	—	53	53	—	50	50	—	48	48	—
Two-union elections	1	1	—	53	53	—	50	50	—	48	48	—
Termination of bargaining rights elections	30	2	28	654	31	623	592	30	562	177	21	156

¹ Includes only those elections that resulted in certification or dismissal of bargaining units. Thus, where an initial election was set aside after the ballots cast had been counted and a rerun election was conducted, only the rerun elections is included in the table.

Table 5

Certification Applications Received and Disposed of
by Ontario Labour Relations Board,
by Union, Fiscal Year 1975-76

Union	Received	Total	Certified	Disposed of Dismissed	Withdrawn
All Unions	1,123	1,154	765	222	167
CLC Affiliates	895	913	600	179	134
Auto Workers	22	20	17	2	1
Bakery Workers	4	4	1	1	2
Boilermakers	3	4	3	1	—
Brewery Workers	—	2	1	1	—
Broadcast Employees	—	1	—	1	—
Bricklayers	4	4	2	1	1
CLC Directly Chartered Local	—	1	—	1	—
Canadian Retail Employees	1	1	—	1	—
Carpenters	149	143	94	21	28
Cement Workers	6	6	2	3	1
Chemical Workers, Canadian	23	17	16	1	—
Chemical Workers, Inter'l	3	4	3	—	1
Clothing Workers Amalgamated	5	6	3	1	2
Distillery Workers	4	3	1	2	—
Doll & Toy Workers	2	2	1	1	—
Electrical Workers (IBEW)	34	34	19	12	3
Electrical Workers (IUE)	1	1	1	—	—
Electrical Workers (UE)	11	9	7	2	—
Elevator constructors	1	—	—	—	—
Firemen & Oilers	—	1	—	1	—
Food Workers	17	16	14	2	—
Garment Workers, Ladies	4	3	3	—	—
Glass and Ceramic Workers	1	1	1	1	—
Graphic Arts	4	6	5	1	—
Hotel Employees	21	22	19	1	2
Labourers	124	122	67	18	37
Lathers	5	5	2	1	2
Laundry Workers	5	5	3	2	—
Leather & Plastic Workers	2	2	2	—	—
Machinists	9	11	10	—	1
Millers	1	1	1	—	—
Marine Officers	1	1	1	—	—
Marine Workers	1	1	—	—	1
Moulders	16	12	8	2	2
Newspaper Guild	2	1	1	—	—
Office Employees	9	11	10	1	—
Oil Workers	10	9	5	2	2

Union (Cont'd)	Received	Total	Certified	Disposed of Dismissed	Withdrawn
CLC Affiliates (Cont'd)					
Ontario Public Service Empls	13	12	10	1	1
Operating Engineers, Int'l	61	63	43	8	12
Painters	20	37	24	10	3
Paper Workers	6	7	6	1	—
Patternmakers	8	8	3	4	1
Plasterers	5	4	2	1	1
Plumbers	8	7	1	2	4
Potters	1	1	1	—	—
Public Employees	76	84	66	13	5
Retail Clerks	21	33	16	13	4
Retail Wholesale Employees	23	21	10	10	1
Rubber Workers	5	2	2	—	—
Service Employees Int'l	53	54	38	9	7
Sheet Metal Workers	6	5	2	3	—
Steelworkers	37	36	21	9	6
Structural Iron Workers	24	24	17	4	3
Technical Engineers	1	1	—	1	—
Textile Workers Union	4	5	3	2	—
Tobacco Workers	1	1	1	—	—
Transport & General Workers	2	2	2	—	—
Typographical Union	6	5	5	—	—
Upholsterers	3	3	2	1	—
Woodworkers	6	6	3	3	—
Non-CLC Affiliates	228	241	165	43	33
Canadian Workers Union	2	2	1	1	—
Christian Labour Assn.	34	35	34	1	—
Christian Trade Union	5	5	5	—	—
Independent Local Unions	54	46	30	10	6
Ontario Nurses Assn.	36	45	39	3	3
Operating Engineers, Canadian	6	5	1	3	1
Plant Guard Workers	3	2	1	1	—
Teamsters	83	95	52	21	22
Terrazzo Workers	4	4	2	1	1
Textile and Chemical Workers	1	2	—	2	—

Table 6

Certification Applications Received and Disposed of by Ontario
Labour Relations Board, by Industry, Fiscal Year 1975-76

Industry	Disposed of				
	Received	Total	Granted	Dismissed	Withdrawn
All Industries	1,123	1,154	765	222	167
Manufacturing	243	229	153	57	19
Food and beverages	41	42	22	13	7
Tobacco products	2	2	2	—	—
Rubber	6	6	4	2	—
Leather	1	1	1	—	—
Textile	7	5	3	2	—
Knitting mills	1	2	1	1	—
Clothing	1	3	3	—	—
Wood	8	9	4	4	1
Furniture and fixtures	4	4	3	1	—
Paper and allied industries	4	5	4	1	—
Printing and publishing	17	16	14	2	—
Primary metals	4	4	4	—	—
Fabricated metals	43	40	27	8	5
Machinery	14	12	9	2	1
Transportation equipment	15	12	9	3	—
Electrical products	20	20	12	8	—
Non-metallic mineral prod.	14	12	8	3	1
Petroleum and coal prod.	1	—	—	—	—
Chemical and chemical prod.	20	15	10	2	3
Miscellaneous manufacturing	20	19	13	5	1
Non-Manufacturing	880	925	612	165	148
Forestry	1	1	1	—	—
Mines, quarries and oil wells	9	12	6	4	2
Construction	406	422	273	64	85
Transportation	27	29	20	5	4
Storage	—	1	1	—	—
Communications	1	1	—	1	1
Electric power, gas and water	24	23	19	3	1
Wholesale trade	54	50	28	10	12
Retail trade	55	66	37	24	5
Finance	4	4	3	1	—
Insurance and real estate	34	30	14	8	8
Education and related services	40	41	34	5	2
Health and welfare services	124	131	99	20	12
Recreational services	2	2	—	—	2
Business services	8	8	5	2	2
Personal services	48	50	39	13	5
Miscellaneous services	25	26	17	4	5
Local administration	18	28	21	3	4

Table 7
Size of Bargaining Units in Certification Applications Granted by
Ontario Labour Relations Board, Fiscal Year 1975-76

Size of Bargaining Unit	Number of Cases Certified			Number of Employees Involved		
	Total	Construction	Non-Construction	Total	Construction	Non-Construction
Total, all sizes	765	273	492	26,030	1,805	24,225
2-9 employees	387	233	154	1,891	997	894
10-19 employees	125	24	101	1,666	311	1,355
20-39 employees	107	13	94	2,980	399	2,641
30-99 employees	95	3	92	5,501	155	5,346
100-199 employees	29	—	29	3,969	—	3,969
200-499 employees	15	—	15	4,177	—	4,177
500 employees or more	7	—	7	6,843	—	6,843

Table 8
Time Taken from Filing to Disposition to Process Certification
Applications Granted Fiscal Year 1975-76

Time Taken in Calendar Days	Total Certified			Non-Construction			Construction		
	Number	Per Cent	Cumulative Per Cent	Number	Per Cent	Cumulative Per Cent	Number	Per Cent	Cumulative Per Cent
Total	765	100.0	—	492	100.0	—	273	100.0	—
Under 8 days	4	0.5	0.5	—	—	—	4	1.5	1.5
8-14 days	182	23.6	24.1	18	3.7	3.7	164	60.1	61.6
15-21 days	185	24.0	48.1	152	30.9	34.6	33	12.1	73.7
22-28 days	105	13.6	61.7	94	19.1	53.7	11	4.0	77.7
29-35 days	46	5.9	67.6	35	7.1	60.8	11	4.0	81.7
36-42 days	37	4.7	72.3	30	6.1	66.9	7	2.6	84.3
43-49 days	32	4.3	76.6	27	5.5	72.4	5	1.7	86.0
50-56 days	15	1.9	78.5	13	2.6	75.0	2	0.7	86.7
57-63 days	29	3.7	82.2	26	5.3	80.3	3	1.1	87.8
64-70 days	20	2.5	84.7	16	3.3	83.6	4	1.5	89.3
71-77 days	20	2.5	87.2	17	3.5	87.1	3	1.1	90.4
78-84 days	8	0.9	88.1	7	1.4	88.5	1	0.4	90.8
85-91 days	15	1.9	90.0	14	2.9	91.4	1	0.4	91.2
92-98 days	6	0.8	90.8	5	1.0	92.4	1	0.4	91.6
99-105 days	20	2.5	93.3	9	1.8	94.2	121	4.0	95.6
106-126 days	29	3.7	97.0	13	2.6	96.8	4	1.25	97.1
127-147 days	8	0.9	97.9	7	1.4	98.2	1	0.4	97.5
148-168 days	2	0.3	98.0	—	—	98.2	2	0.7	98.2
169 days and over	14	1.8	100.0	9	1.8	100.0	5	1.8	100.0

Thomas H.B. Symons
Chairman

George A. Brown
Executive Director

The Ontario Human Rights Commission is charged with administering the Ontario Human Rights Code. Both came into existence in 1962. The Code consolidates all human rights anti-discrimination legislation passed by the Ontario Legislature since 1944 and was thereafter amended in 1965, 1967, 1969, 1972, 1974. It puts forward the principle that every person is free and equal in dignity and rights without regard to race, creed, colour, sex, marital status, nationality, ancestry, place of origin or age (40 to 65). The Code drew its philosophical inspiration from the United Nations Universal Declaration of Human Rights.

Discrimination on the enumerated grounds is prohibited in specified areas of social and economic activity: employment, housing, public accommodation (access to facilities and services available to the public), and related advertising.

The Code, in Section 9, gives the Commission a mandate to investigate complaints in contravention of the Code, and to enforce it, to develop and conduct educational and research programs to eliminate discriminatory practices, and to promote understanding and acceptance of and compliance with the Code. The Commission carries out its responsibilities and obligations through a four-point program:

1. Conciliation and enforcement.
2. Public education.
3. Community, race and ethnic relations.
4. Research.

The Commission is composed of a Chairman and seven members appointed by the Lieutenant-Governor in Council. The year 1975 saw the creation of a completely public Commission for the first time. All Commissioners are now private citizens, marking a complete transformation from the period when the Commission was composed of civil servants. The permanent administrative staff is headed by an Executive Director. In addition, there are 34 professional and 14 clerical staff for a total of 48. Besides the Toronto office, there are ten district offices in London, Hamilton, Kitchener, Windsor, Ottawa, Peterborough, Sudbury, Sault Ste Marie, Thunder Bay, and Kenora.

Statistics covering activities of the Commission are shown on the table attached.

Commissioners' Activities

The new public Commission's first major policy decision was to undertake a comprehensive and public review of the *Ontario Human Rights Code* in light of the social changes which have occurred in Ontario society since 1962 when the Code was passed. Though there have been 17 amendments to the Code since its promulgation, it was felt that a thorough examination was in order at this time. Another factor of change is the varying grounds of discrimination enumerated in other Canadian human

rights legislation. It was planned to call for briefs and then to hold public hearings in centres throughout Ontario.

In the year under review the Human Rights Commissioners extended the ambit of their speaking and representational activities to a degree previously unmatched. The number and duration of Commission meetings also reached a new high.

Outside the country, the Chairman forged links with governmental human rights bodies, and arranged continuing exchanges of information, in Great Britain, Italy, Hong Kong, Malaysia, Singapore, and New Zealand. He considered that the Commission needs to place its own work in the context of the world-wide human rights movement, and to share experiences with people engaged in these activities in other countries.

The Chairman and the Commissioners participated intensively in the Canada-wide human rights efforts highlighted by the Federal-Provincial Conference on Human Rights and in subsequent federal provincial conferences examining the theme of human rights and education. In the non-governmental area, Commissioners took a prominent part in the conference on race relations of the Ontario Federation of Labour, in a seminar of the Canadian Human Rights Foundation, and attended the annual conference of CASHRA. The Commission Chairman acted as Chairman of the 1976 Canadian Conference on Social Development.

The Chairman made a number of public pronouncements on behalf of the Commissioners to alert the community to racist activities of extremist groups and individuals.

The Commissioners strengthened their two-way communications with members of the staff by participating in a two-day staff meeting held in Peterborough.

Conciliation and enforcement

All complaints of discrimination in violation of the Code are handled by confidential investigation and conciliation. While the Commission's practice of taking complaints which violate the spirit or the philosophy of the Code continues, a large number of these (called "B" and "C" cases) are now dealt with within the framework of the community race and ethnic relations functions, due to program specialization adopted by the Commission in 1974. However, many "C" cases hitherto handled by the Commission are now referred to the office of the Ombudsman and appropriate voluntary agencies.

The investigation and conciliation of complaints has become more intricate and of longer duration, as respondents show themselves less inclined to a prompt acceptance of resolution mechanism provided under the Code. On the other hand, complainants themselves have adopted a less accommodating posture where they feel that the corrosive impact of discriminatory practices upon their self-image deserves more punitive remedies.

Of the complaints which are not fully covered by the Code, those where underlying community frictions are discernible are handled as community

relations activities. Complaints against Ontario Government agencies are now referred to the office of the Ombudsman. The creation of this office has ended the Commission's role as the agent of last resort insofar as complaints involving Ontario Government agencies are concerned, but it has not changed the status of the Commission as the only agency charged with the eradication of discrimination.

Many inquiries requiring carefully arranged referrals to agencies other than the Ombudsman are received daily. In the fiscal year inquiries and referrals totalled 16,567, marking a 9 per cent increase over the previous year.

The need for a review of the Code was underscored by a survey of the number of complaints in the fiscal year which neither the Commission nor the Ombudsman had the mandate to investigate. Only a portion of these could be referred to other agencies for effective action. There were 484 complaints in 36 categories. This is a separate tabulation from inquiries and referrals.

Human rights officers investigate complaints and then use conciliation techniques with all parties to bring about a resolution in compliance with the Code. The total number of complaints initiated in the fiscal year was 1,185. The total of "A" cases falling fully under the Code and permitting the full use of sanctions increased by 22 per cent, to 988.

By the end of the year the total number of complaints handled since the Commission's inception was 8,812.

In the year covered, employment accounted for 79 per cent of complaints, followed by approximately equal percentages for housing and access to public facilities and services.

When a complaint cannot be resolved either because of the intransigence of the parties or the subtle complexities of the issues, the Commission may recommend to the Minister that the sanctions provided by the Code be invoked: a public board of inquiry and pursuant procedures. In the fiscal year seven boards of inquiry were appointed. Two involved allegations of sex discrimination where the complainants were men. These were the first such cases to go to a board of inquiry. The general significance of these complaints lies in the fact that men may not be considered for jobs traditionally low-paying, and held almost exclusively by women. The entry of men into these jobs will tend to raise the level of wages for these categories.

Enforcement involves other forms of action in addition to the handling of complaints. Here are three examples. A joint committee was formed of representatives of the employment agency industry, the Employment Standards Branch and the Commission, with the object of improving the compliance of private personnel agencies with the Code. The Commission issued a policy statement on the use of the phrase "Canadian experience" in job advertising and sent it to every Ontario newspaper publisher. A related educational campaign was also begun. The Commission met with the Mayor of Toronto and officials and inspired the City to examine

an expansion of its positive employment programs from women to a total review of all its employees, in order to reflect the changing population composition of Metro Toronto.

Community Relations Activities: Public Education

The Commission communicates a knowledge of the Code as an expression of public policy in Ontario to the host communities, to the ethnic and racial minorities, and to women. Public education programs are developed to eradicate attitudes of prejudice concerning races, nationalities, religions, women, and workers over 40, because prejudice is often the motivating force behind acts of discrimination. Racial, ethnic, sex and age stereotypes, and the phenomenon of negative stereotyping, are analyzed through seminars, workshops, conferences, speeches, broadcasts, exhibits, advertising and distribution of publications and periodicals. Community bodies involved are organizations of women, professions, management and labour, service clubs, churches, schools and ethnic associations, the main organizational expressions of the population.

In the fiscal year the Commission distributed 75,654 pieces of literature in three languages, in addition to the regular mailings of the Commission periodicals. There were 2,143 requests for literature. Public education activities totalled 717, including 194 speeches, seminars and conferences, 30 broadcasts and media interviews, and 40 planning meetings. There were six displays and two mass mailings.

In connection with International Women's Year the Commission made a major effort to stimulate public awareness of the sex discrimination provisions of the Code. There were 93 activities in this category, including assistance to voluntary groups throughout the province in the planning of conferences geared to IWY.

The Commission published the first bibliography of fiction about East Indians and an annotated list of 43 films on human rights themes from various countries.

By the end of the year plans were underway for a special purpose pamphlet on police - minority relations, the first of a projected series of such printed materials.

Intensive educational work was done through workshops with the Ontario Housing Corporation's community relations workers, through lectures to the Toronto police college and to Canada Manpower Centres throughout Ontario.

Broadcast and printed communications in French and other languages brought a knowledge of the Code and the Commission's services to large segments of the population. The Commission's TV commercial "Forest Fable" won a prize in the public service category at the Annual Festival of Canadian Television Commercials.

Conferences attended by Commissioners and/or staff included a series of federal-provincial conferences and smaller working sessions on human rights, the Ontario Federation of Labour conference

on race relations, the annual meeting of the Canadian Association of Statutory Human Rights Agencies (CASHRA), the International Association of Official Human Rights Agencies, the (American) National Association of Human Rights Workers.

Community Relations: Race and Ethnic Relations

Community relations problem-solving occurs where racial and ethnic tensions and conflicts appear in industry, neighbourhoods and schools, arising from Ontario's diverse population composition. The objective is to lower the level of tension, which might result in disorders and violence, through remedial action programs designed to promote better understanding and mutual tolerance between racial and ethnic groups and women's movements, and the majority cultural group and institutions.

Programs are conducted to acquaint majority and minority groups with their rights and responsibilities to achieve intergroup harmony. The Commission works with police and educational authorities, religious, labour, industry and welfare organizations, in their relationships with minority groups and women. When there are broad, endemic discriminatory imbalances in employment situations, employers are encouraged and guided in initiating voluntary employment programs in accordance with section 6(a) of the Code.

The 576 community relations problem-solving activities in the fiscal year included 22 major projects requiring multiple input of resources, 141 mediations, 112 community meetings and 125 consultations.

The Commission expressed its catalytic role by making a number of public pronouncements to alert the community to racist activities, thus also reassuring the minority groups which were being attacked. A campaign was conducted to encourage organizations representing the host communities to contact minority groups and express support, with considerable success.

The Commission's involvement in the race relations effort also took the form of consultation and cooperation with many ethnic or racial organizations, and with umbrella groups such as the Urban Alliance for Race Relations. The Commission encouraged these groups in their pursuit of their community goals to combat hate propaganda and increasing violent incidents of a racial character, and to ensure vigorous enforcement of all relevant existing laws. The

Commission acted in a similar role in advancing the community goals of native Indian groups in the London area and in northern Ontario.

A major on-going project arises from relations between Toronto police and immigrant communities. Work is done with the groups themselves and with the police through the Police Complaint Bureau, the Police College, in-service training courses and seminars arranged by the police community relations officers. Through these channels, Commission officers explain to new arrivals the role of the police in the Canadian way of life and also help to sensitize police to the problems of immigrants with different cultural backgrounds. In northern Ontario, the Commission-initiated liaison committees between the O.P.P. and Indian band councils continued to function well.

The Commission established a committee for liaison with law-enforcement agencies to pursue action against hate literature and recorded telephone hate messages. The committee set up links with the Ministry of the Attorney General to concert action in these areas. The Minister of Labour and the Attorney General spoke out on these matters and also urged the federal government to take appropriate action.

Research

Research projects are designed to provide new information on local situations or province-wide problems and changing social attitudes, as background for Commission action in its policy formulations and program delivery activities.

One such project, "The Black Presence in the Canadian Mosaic" was undertaken by Dr. Wilson Head, Department of Social Work, Atkinson College, York University, and submitted to the Commission in September, 1975. This project, although initially commissioned by the Ontario Human Rights Commission, was funded in part by the Federal Department of the Secretary of State. In his research, Dr. Head concentrated on the perception and practice of discrimination against Blacks in Metropolitan Toronto.

The review of the Code was perhaps the most significant research project ever undertaken by the Commission.

**Totals
for Commission Functions**

Function	1974- 1975	1975- 1976	Percentage Change	Function	1974- 1975	1975- 1976	Percentage Change
1. Conciliation and enforcement (cases registered in fiscal year)				2. Inquiries and Referrals	15,245	16,576	+ 9%
A cases - those falling directly within Human Rights Code, with full legal remedy available.	765	988	+ 22%	3. Community Relations (by activities)			
B and C cases - those falling within spirit of Code with conciliation and use of good offices as only tools.	B - 394	127*	- 63%	Race and ethnic relations	277	576	+108%
	C - 264	70*	- 74%	Public education	702	717	+ 2%

*Note: Due to increasing program specialization adopted by the Commission in 1974, numbers of B and C cases were handled within the framework of the community relations function. Many C cases were referred to the office of the Ombudsman and appropriate voluntary agencies. The increase in race and ethnic relations activities is a reflection of this policy.

D.F. Jones
Executive Director

During the fiscal year 1975-76, the Labour Safety Council of Ontario continued its role of catalyst in encouraging new and improved approaches to safety and health in the occupational environment of the province.

The Council's work divided into the following areas:

1. The Council, its subcommittees and staff conducted inquiries and/or commented on:

- a) Revising and updating the Council's terms of reference and membership
- b) Labour Management Safety Committees
- c) Right of employees to refuse work dangerous to health or safety
- d) Historical development of the industrial safety legislation
- e) Possible extension of occupational safety legislation to areas of employment now exempt (including farming, hospitals, window washing and fire services).
- f) Proposals for reorganization of the Department of Labour
- g) Threshold Limit Values for toxic chemicals
- h) Safety on Privately Owned Railways
- i) Qualifications of Occupational Safety and Health Personnel
- j) Safety as related to immigrants with different socio-economic backgrounds
- k) Suitability and Availability of Audiovisual material on Occupational Health, with special reference to training of employees
- l) Brief on suggested changes to construction safety legislation
- m) Interaction between occupational safety and health
- n) Employee's right of accessibility to inspection reports and related information

2. Information Services

The Council's Safety Information Service continued development of its resources by increasing the range and updating the content of its library holdings. Collaboration with other resource agencies, both in Canada and abroad, was further strengthened.

The monthly listing of "Safety and Technical Selections" produced jointly by the Safety Information Service and the Ministry of Labour library, is now widely distributed and meaningfully contributes to the current awareness program of the Ministry.

A 1975 edition of the publication "Safety in Ontario" was prepared for distribution.

3. Research

In addition to providing background information to Council and members in support of their tasks, the following formal research activities were conducted:

- a) human factors research was continued by Dr. J. Brown of the University of Toronto and Dr. A. Raoof of the University of Windsor;
- b) the pilot project to examine potential sociological problems of the rural-urban interface experienced by Italian immigrants in Ontario's industrial society was completed. Solutions to some problems related to safety education, accident prevention, rehabilitation and retraining of injured workers were suggested. Professors S. Sidlofsky and S. Hellman of the Universities of Guelph and York, respectively, conducted the sociological research. A steering committee and a community advisory committee, composed of representatives from Ontario's Italian community, the Government of Canada, the Government of Italy, ministries of the Ontario government, and chaired by the Executive Director of the Employment Services Division, Ministry of Labour, have been meeting since September 1974 to identify problems and their potential solutions within the scope of this inquiry.

Information and methodologies obtained from this common effort is being utilized in improving programs through the Ministry, safety associations, unions and other interested groups.

The Council's staff attended numerous conferences related to safety, health and human factors in order to maintain their awareness of current events in the field.

A committee of the Council visited Saskatchewan to gain first hand experience of their results in mandatory safety committees and right to refuse unsafe work. Additional invaluable assistance on these and related topics was provided by the Labour Attaches of Germany and Italy.



Ontario
Ministry of
Labour

Annual Report 1976-1977

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April 1, 1976 / March 31, 1977

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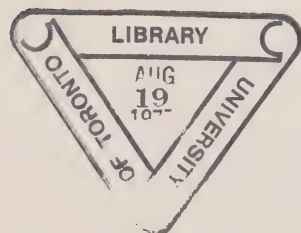
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Letter of Transmittal



**To Her Honour
The Lieutenant-Governor in Council**

May it please Your Honour:

The undersigned has the privilege of presenting the 58th Annual Report of the Ministry of Labour for the fiscal year ending March 31, 1977.

All of which is respectfully submitted.

A large, stylized handwritten signature of Bette Stephenson, M.D.

Hon. Bette Stephenson, M.D.
Minister



**The Honourable Bette Stephenson, M.D.
Minister of Labour**

Dear Dr. Stephenson:

I have the honour to submit for your consideration the 1976-77 Annual Report of the Ministry of Labour.

In addition to implementing the Ministry's on-going programs during the last fiscal year, the Ministry has successfully fulfilled its mandate to establish the new Occupational Health and Safety Division.

The activities and achievements of 1976-77 are a tribute to the energy and initiative of the people in the Ministry of Labour. It has been an exciting and challenging year.

Respectfully submitted,

A large, stylized handwritten signature of T.E. Armstrong, Q.C.

T.E. Armstrong, Q.C.
Deputy Minister

L.V. Pathe **Executive Director**

The role of the Industrial Relations Division is to further harmonious relations between employers and employees.

This program is provided through three activities, Program Administration, Conciliation and Mediation Services and the Labour-Management Arbitration Commission.

The Conciliation and Mediation Branch endeavours to promote peaceful settlements through conciliation and mediation services.

The Labour-Management Arbitration Commission recruits, trains and maintains a panel of approved arbitrators for referral to parties in need of grievance arbitration. The Commission also administers the Hospital Labour Disputes Arbitration Act.

The Executive Director, Industrial Relations is responsible for directing and co-ordinating the activities of the Industrial Relations Division. The Executive Director, on behalf of the Ministry, maintains a liaison with the Construction Industry Review Panel.

V.E. Scott **Director**

Conciliation and Mediation Services Branch assists labour and management to arrive at a settlement of disputes and reduce work stoppages in this province.

The branch, operating under the authority of The Labour Relations Act, is organized into two sections composed of conciliation officers and mediators.

A conciliation officer enters a dispute after the union and employer have been unable to reach an agreement on a new contract and works with the parties until an agreement is reached or it appears the parties are unable to reach agreement. A mediator generally performs the same service after the conciliation process has been completed.

Either party or both can apply for conciliation services. When they cannot resolve a dispute themselves, they file an application with the Minister of Labour. If both parties have filed it together, it is termed a joint application. The Deputy Minister acknowledges its receipt and asks the other party if it has any objections to the request for services. Five days must pass before conciliation services are granted and the parties are so notified.

Ontario's labour relations legislation requires the parties in a dispute to use government conciliation services before they resort to a strike or lockout. After the conciliation officer has been appointed, he or she thoroughly investigates the case and conducts meetings and discussions with each party to attempt to help them arrive at an agreement acceptable to both.

The various stages in the conciliation procedure are as follows:

- A conciliation officer is appointed after bargaining by the parties has broken down and application to the Ministry has been made.
- The officer arranges one or more meetings with the two parties.
- If these fail, the Minister of Labour may appoint a board on the recommendation of the officer or decide that "no board" shall be appointed.
- If a board is to be appointed, the company or the union has five days to agree on the appointment of a board chairman. If they cannot agree, a chairman is appointed by the Minister. Each party selects a representative to act on its behalf on the board. If the board fails to reach a settlement, it issues a report to the Minister, sometimes making recommendations. Seven days after the release of the report by the Minister, the parties are free to stage a strike or lockout, if agreement is not reached. Conciliation boards are no longer appointed as a matter of course when the parties have failed to settle at the officer stage. The policy is to establish them only where the Ministry believes they may be useful to the parties. This has reduced delays in the process.

- If a board is not appointed, 14 days must elapse after the decision of the Minister has been released before a legal strike or lockout can be called. In a few cases, compulsory arbitration may be the final stage. This happens in disputes involving hospitals. In this event, the arbitration board issues a report making decisions which are final and binding, and the parties must comply with them.

The successful operation of the system is predicated on the assumption that the parties themselves will work at the job of resolving their own differences. This means, in the final analysis, that both have to be willing to compromise their positions in order to move to a meeting of minds. It is quite fallacious to suggest that a mediator "settles" a dispute or that the government "settles" a dispute. Only the parties themselves can settle a dispute. The mediator plays a facilitating role and does not dictate what the settlement will be. He can only strive to help the parties recognize the realities of their respective positions and make the inevitable compromise.

At March 31, 1977, the staff of the branch consisted of a director, an assistant director, seven mediators, 19 conciliation officers and nine clerical and secretaries.

1976-77 Activities

During 1976-77, 2,685 collective agreement disputes were in conciliation. Of these, 898 were settled by conciliation officers.

In some cases, after the formal procedures were exhausted and strike action was either imminent or had taken place, the branch, either by invitation from one or both of the parties or under the direction of the Minister in the public interest, re-entered the case.

Post-conciliation or mediation assistance was given in 542 disputes during the year. Of these disputes, 420 resulted in agreement between the parties, of which 137 were settled after a work stoppage.

His Honour Judge Walter Little Chairman

The Ontario Labour-Management Arbitration Commission is responsible for recruiting, training and maintenance of a panel of approved arbitrators and arbitration board chairmen. The Commission, if required, will assist arbitrators by providing administrative services, arranging meeting dates and facilities. It prepares, publishes and distributes information respecting awards. In addition, it is authorized to sponsor research in the arbitration process.

The Commission administers The Ontario Labour-Management Arbitration Commission Act and The Hospital Labour Disputes Arbitration Act as amended by The Hospital Labour Disputes Arbitration Amendment Act, 1972.

Since creating the criteria for approval of arbitrators in 1970, the Commission has approved 61 persons as arbitrators, of whom 48 are active. The Commission has given a form of tentative approval to 17 applicants who, because of lack of experience as arbitrators, have not yet achieved mutual acceptability to both labour and management. Two of the approved and one of the tentatively approved are women.

Under The Hospital Labour Disputes Arbitration Act, as amended, the Commission has the following responsibilities:

- When required to do so, the Minister may appoint an arbitrator from those persons on the Commission's list of approved arbitrators.
- Chairmen of boards of arbitration in hospital disputes are required to notify the registrar of the Commission of the time and place for the first and any subsequent hearings of the boards of arbitration. The registrar, in turn, is required to notify the nominees of the parties and the parties of the time and place of such hearings.
- Where a board of arbitration fails to render a decision within a reasonable time, the registrar is required to notify the Minister in order that he or she may issue any necessary orders to ensure that the decision of the board will be made without delay.

The Commission publishes a monthly bulletin, giving information to those concerned with labour and management relations regarding the awards filed and all other matters of interest. The current circulation of the Commission's monthly bulletin is about 4,000.

The Commission has a permanent chairman, three members representing employees and three representing employers. It is administered by a registrar and a staff of one person.

1976-77 Activities

During the fiscal year, 991 awards in rights arbitrations and 54 interest awards under The Hospital Labour Disputes Arbitration Act were filed.

The Commission held its seventh annual seminar on January 28-29, 1977, for all persons approved as arbitrators and those having tentative approval. A representative group of persons serving as nominees and counsel on boards of arbitration was invited to attend both sessions. The seminar again proved very successful and the Commission intends to hold another in 1978.

The Commission supplied 327 panels of chairmen or sole arbitrators to parties in both rights and interest arbitrations. From these panels, the parties chose 121 chairmen or sole arbitrators. Where the parties failed to choose arbitrators from the panels, the Minister appointed 141 chairmen or sole arbitrators. The registrar made 20 appointments under section 4 (6) of Regulation 635 under The Ontario Labour-Management Arbitration Commission Act and/or pursuant to a specific term of a collective agreement. In the case of 32 panels, the matters in dispute were settled before a choice was made. In addition, the Minister appointed three nominees of parties at the request of the opposite parties.

During the fiscal year, copies of arbitrators' awards, to the value of \$7,598.37, were purchased from the Commission by parties wishing to study them as possible precedents.

Conciliation and Mediation Services Branch

Summary of Statistics — April 1, 1976 - March 31, 1977

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Applications for Conciliation Services Dealt with under The Labour Relations Act

Officer Stage	Disputes 1976-77 (p)	1975-76	Employees 1976-77	1975-76 (p)
In Process During Fiscal Year				
Total	2,865	2,783	398,716	354,341
Carried over from previous year	359	185	51,629	30,951
Assigned during fiscal year	2,506	2,598	347,087	323,390
Disposed of During Fiscal Year				
Total	2,448	2,424	334,551	302,712
Settled by Officer				
Construction	79	152	7,793	9,682
Non-Construction	818	561	101,289	73,221
Referred to conciliation boards	—	—	—	—
No Boards				
Construction	438	670	7,857	45,056
Non-Construction	1,093	1,018	216,377	174,408
Lapsed				
Construction	6	14	67	83
Non-Construction	14	9	1,168	262
Pending, end of fiscal year	417	359	64,165	51,629

In addition to the above, conciliation officers dealt with 19 police agreement disputes in 1975-76 and 21 in 1976-77. Since these disputes came under the Ontario Police Act and were not covered by the Ontario Labour Relations Act, they were not included in this table.

(p) Preliminary

Voluntary Mediation Provided by the Conciliation and Mediation Services, April 1, 1976 to March 31, 1977 (p)

	No Work Stoppage Involved		Work Stoppage Involved		Total	
	Disputes	Empls.	Disputes	Empls.	Disputes	Empls.
Total Mediation in Process during Fiscal Year	380	94,202	162	22,830	542	117,032
Carried over from previous months	30	4,290	20	4,040	50	8,330
Assigned during fiscal year	350	89,912	142	18,790	492	108,702
Disposed of During Fiscal Year	290	81,090	144	21,742	434	102,832
Settled during mediation	262	77,585	123	20,422	385	98,007
Settled following mediation assistance	21	2,906	14	1,175	35	4,081
To Arbitration	—	—	—	—	—	—
Lapsed	7	599	7	145	14	744
Pending, March 31, 1977	90	13,112	18	1,088	108	14,200

The figures include two pre-conciliation cases involving 10,113 employees that were settled by mediators.

(p) Preliminary

Occupational Health and Safety Division

8

Dr. C.R. May
Assistant Deputy Minister

D.E. Hushion
Executive Director

The Occupational Health and Safety Division is the new Division established in the fall of 1976 as part of the government's expanded approach to creating a safe and healthy workplace. The creation of the new Division and the appointment of Dr. Rodney May as the Assistant Deputy Minister on December 20, 1976, followed the Royal Commission on the Health and Safety of workers in Mines, the passage of The Employees' Health and Safety Act and several interministerial task forces.

Since the announcement of the government's decision on October 26, 1976 to create a new Occupational Health and Safety Division within the Ministry of Labour:

- The Mines Engineering Branch and mines inspectorate have been transferred from the Ministry of Natural Resources to the Ministry of Labour; it reports through the Executive Director to the Assistant Deputy Minister. Responsibility for Part IX of The Mining Act and The Silicosis Act has been transferred to the Ministry of Labour, with the passage of The Employees' Health and Safety Act on December 17, 1976.
- The Occupational Health Protection Branch has been transferred to the Ministry of Labour and reports through the Executive Director to the Assistant Deputy Minister.
- The Occupational Safety Branch, the South Western Regional Pilot Project and the Labour Services Staff Branch were similarly transferred to the new Division. These branches, together with the Employment Standards Branch used to constitute the Labour Services Division. The Employment Standards Branch now reports separately to the Deputy Minister.
- Since Dr. May assumed his responsibilities in December, much of the work has been to integrate these five branches into one Division, planning the new directions and preparing budgets for the coming fiscal year.

- The existing complement of 418 for the five branches integrated into the new Division will be increased by 150, bringing the Division to a total of 568 complement and a budget of approximately \$15,228,200. Recruitment plans have been completed and 47 of these 150 complement were under active recruitment as of March 31, 1977.
- With the passage of the Employees' Health and Safety Act, policies and procedures were developed and the field inspectorates of each branch were trained so that, by January, the new Act was being implemented and monitored.
- Extensive work has been underway in all branches in preparing material for possible inclusion in an Omnibus Occupational Health and Safety Act and Regulations.
- The consulting firm of Currie, Coopers & Lybrand Ltd., was employed in January to assist the Assistant Deputy Minister in reviewing existing programs and recommending new initiatives and a new organization structure for the Division. This realignment phase was scheduled to be completed by the end of April 1977, after which the Implementation Phase was to begin.
- Although all the plans and programs of the Division are not yet finalized, the following descriptions of the individual branches will report on their programs for 1976-77 and will outline some of their plans for 1977-78 as the Implementation Phase begins.

P.B. McCrodan Director

The Mines Engineering Branch is responsible for occupational safety of workers in underground mines, open pit mines, industrial quarries, sand, clay, shale and gravel pits and metallurgical plants. The branch covers about 46,500 workers, the majority of whom are located in Northern Ontario.

1976-77 Activities

In encouraging employers and employees to prevent injuries and fatalities by identifying and correcting existing and potential health and physical hazards, the principle activities are:

- The inspection of the mines, pits and metallurgical plants for compliance with standards outlined in Part IX of The Mining Act and The Employees' Health and Safety Act. The inspection cycle is determined by the injury record, previous history of non-compliance, presence of hazards and population of workers at risk. In 1976-77 the branch conducted 2,383 inspections. Generally, it takes several weeks to complete one inspection of all the workplaces in a mine.
- The investigation of all fatalities and serious accidents as well as unusual occurrences that might have resulted in injuries. These investigations are not only part of the process of determining compliance with the legislation but also for determining gaps in the coverage of the legislation.
- Consultations with labour and management to increase involvement of all employees and management levels in the identification of and solution to occupational health and safety hazards and the development of on-going health and safety programs.
- By statute, all wire rope used in hoisting installations must be tested by the Wire Rope Testing Laboratory before use and at intervals during service. Each cable is tested for strength of material of components, including a breaking-test up to 600,000 pounds tension. In 1976, the lab completed 1,134 tests.
- The Mine Rescue program maintains a number of stations and sub-stations permanently staffed and equipped with breathing apparatus, firefighting equipment, as well as other emergency equipment and supplies to respond immediately to any mine emergency. This program trains specialists at each mine in the direction and control of special mine rescue procedures in the event of a mine disaster.
- Locating, capping and fencing off old deserted mine shafts on Crown lands to prevent accidental injury to workers in adjacent properties or to the general public.

Research programs in progress during 1976-77 were as follows:

- In partnership with the Ontario Mining Association, the Mines Engineering Branch was involved in the development of an electronic device to locate broken wires in hoisting ropes. (This device is now available).
- Investigations of the parameters involved when safety devices on mine shaft conveyances operate and of safe deceleration rates where persons are involved were conducted at the Haileybury School of Mines.
- In co-operation with the mining industry, research was conducted on the development of improved braking systems, improved vehicle steering and the use of fire suppression systems on rubber-tired, diesel driven, underground vehicles.

Initiatives:

As a result of the government's decision to implement the recommendations of the Royal Commission on the Health and Safety of Miners, the Mines Engineering Branch has been brought together with the field inspectors and will be expanded significantly in the coming fiscal year.

One of the major initiatives will be to significantly increase the frequency of inspections of mines, pits and metallurgical plants in keeping with the ever-changing conditions of underground operations.

In addition to the work currently under way on an Onnibus Act and Regulations, major work is expected to begin in supplementing the legislation with guidelines, codes and schemes of practice to ensure greater preventative efforts to control occupational health and safety hazards.

Additional resources are being allocated to improve the quality and quantity of air sampling, ventilation and radiation control in underground mines as well as occupational health evaluative audits of the metallurgical plants.

A preventative program of pre-development review will be established. The plan is to review new mines and metallurgical plants, while on the drawing board, to engineer out any health and safety hazards before construction begins.

In keeping with The Employees' Health and Safety Act and the philosophy of the Ham Commission Report, a major element of the overall program will be working with joint health and safety committees and health and safety representatives in tri-partite efforts in individual mines, pits and plants to improve the occupational health and safety of these workers. In addition, plans are underway to expand modular training programs and certification for miners and the inspectorate will assist in assessing the quality and quantity of the training programs once implemented.

Occupational Health Protection Branch

10

Dr. M. Fitch Director

The Occupational Health Protection Branch operates as a consulting service in occupational and environmental health to the Ministries of the Environment, Health, Labour and Natural Resources. In support of the Ministry of Labour, the branch works in cooperation with the Occupational Safety Branch in the investigation of situations where health hazards existed or were suspected. It is also available to the Mines Engineering Branch in a similar capacity.

The branch is responsible for establishing standards or guidelines used to measure industrial environments as they might affect the health of workers. It is also responsible for all aspects of biological monitoring of workers — including such things as chest X-rays, respiratory function tests, blood and urine tests.

The branch is also responsible for conducting studies of occupational and environmental health problems. These may be short-term investigations, such as those in support of individual compensation claims or in-depth studies covering such broad topics as the health of uranium miners.

The complement of 112 (upon joining the Division) includes physicians, engineers, nurses, scientists, technicians and clerical support staff. An occupational and environmental health reference centre, with its staff, is being transferred from the Ministry of Health and merged with the Ministry of Labour's safety library.

The branch has had seven components which reported to the director through a chief of service.

1976-77 Activities / Occupational Health Medical Service

The physicians in this group are specialists in occupational health. Working closely with the engineer group they investigate environments where health hazards are suspected, recommend and monitor biological surveillance programmes and act as consultants to the Workmen's Compensation Board and to practising physicians.

The group participates in the preparation of guidelines and data sheets and in educational activities, including teaching at universities.

The nurses have acted, in the past, as consultants to nursing services in industry. This group has recently been expanded in order to allow it to carry out its main task — helping industries to establish their own health services.

The nursing group has also functioned as a reference centre for information about occupational health services and has been editor and distributor of the branch's quarterly bulletin.

1976-77 Activities / Industrial Chest Disease Service

This unit is an extension of the medical service. It carries out medical surveillance of some 60,000 industrial workers who are exposed to respiratory hazards. Their program consists mainly of chest X-rays and respiratory function tests conducted at a central clinic and at mobile clinics. Its members work closely with the Workmen's Compensation Board and with a branch of the Ministry of Health which still conducts routine chest X-rays of miners.

The clerical and investigative capability of this unit is being expanded by the addition of computerized equipment to facilitate the calculation and reporting of respiratory function tests.

1976-77 Activities / Occupational Health Engineering Service

This is the principal investigative and advisory arm of the branch. Its industrial hygienists, all of whom have been professional engineers, and technicians have acted mainly as consultants to the safety branches but they have also responded to direct requests from industry, labour unions, health units, community organizations and the Workmen's Compensation Board.

The group conducts field investigations of both chemical and physical health hazards, monitors exposure of workers to chemical substances, physical agents and noise, submits samples for analysis and recommends corrective action.

As a result of expertise gained in these activities, the group is able to advise on acceptable exposure standards, monitoring techniques and control methods for the elimination of health hazards. It disseminates this information through data sheets and training activities. The engineer group has co-ordinated and been the major contributor to courses designed to aid safety inspectors and others in the recognition of health hazards.

During 1976-77, the group conducted about 900 investigations in response to requests from its various client groups. Additional complement has been authorized to allow more rapid and thorough responsiveness and to permit the group to enlarge the scope of its cyclic or preventive visits. Extension of its activities in other fields is also anticipated — namely, compilation of data sheets, training and some operational research.

1976-77 Activities / Occupational Health Laboratory

This laboratory functions as an extension of the activities of both the medical and engineering groups. Its principal activity is the analysis of biological samples which are collected as part of the routine health surveillance of exposed workers. Another key function is the analysis of air and dust samples to determine the concentration of known contaminants. In addition it is able to analyze "unknown" samples for the identification of a wide variety of chemical substances.

A major expansion of this section is planned to increase its analytical capability by the addition of newer types of equipment and increased staff. It is also intended to open a new section dealing with biological activities such as sputum cytology and the identification of carcinogens.

Plans are underway to build a new laboratory which will house both this component and the radiation protection component. This facility should be completed during the next two or three years.

1976-77 Activities / Health Physics

This is a specialized group acting as consultants in all aspects of both ionizing and non-ionizing radiation. Its activities relate to X-rays, commercial radiation sources, uranium mining, radioisotopes, microwaves and lasers.

In conjunction with the radiation laboratory, it is responsible for routine surveillance around nuclear generating stations and in a number of environmental situations. It is a consulting service available to industry, mining and the Ministry of the Environment.

This group is also the focal point for contingency planning related to nuclear generating stations and heavy water plants.

It is planned to expand this section in order to allow it to play a larger role in the protection of workers exposed to X-rays and radioisotopes through preventive inspection.

1976-77 Activities / Radiation Protection Laboratory

This is a specialized group of scientists and technicians who have a capability for the analysis of a wide range of radioactive substances. In the past, their activities have been largely related to environmental monitoring but the group is capable of rapid re-orientation to deal with any kind of occupational problem.

Future developments will include participation in studies of methodology for personal monitoring of exposed workers. By maintaining a wide variety of activities, this laboratory is able to respond rapidly to almost any kind of radiation problem.

1976-77 Activities / Health Studies

This group conducts either short-term or in-depth studies of occupational and environmental health problems. Major studies have been those related to the health of uranium miners and nickel refinery workers. It maintains an on-going record of the distribution of environmentally related diseases throughout the province. It acts in an advisory capacity to the Ministry of the Environment on a day-to-day basis. Many of the recommendations of the Ham Commission report relate to activities which have been, or which could be, undertaken by this group. The studies recommended by that report are extensive and only a few could actually be done in-house but the health studies group has an important role to play in coordinating research activities of outside agencies.

Some expansion of this group is planned in order to allow it to conduct more extensive studies of such groups as asbestos workers, coke oven workers and those exposed to chemical carcinogens.

The Ministry's industrial and construction safety programs are conducted by two units — the Occupational Safety Branch and the South Western Region.

The region is responsible for the two programs in the Kitchener, Hamilton, London, Windsor area, while the Occupational Safety Branch conducts the programs in the remainder of the province.

Following an outline of the development and organizational structure of the branch and the region will be a description of the two programs. This description applies to the activities of both the Occupational Safety Branch and the South Western Region.

R.K. Cleverdon, P.Eng. Director

The Occupational Safety Branch administers the Industrial Safety Act and Construction Safety Act throughout the province, except for the South Western Region.

1976-77 Activities

In conjunction with the South Western Pilot Project, the Occupational Safety Branch experimented with new inspection approaches, self-supervising teams and increased emphasis on the identification of health hazards as well as safety hazards.

H.E. Hendrickson Regional Director

As a result of consultants' recommendations on the inspection program of occupational safety, the South Western Pilot Project was initiated. It was designed to increase the sensitivity and awareness of Ministry occupational safety staff to the specific needs of labour and management on a regional basis. It also permitted staff to experiment with new approaches to ensuring self-compliance with the legislation and new auditing techniques.

1976-77 Activities

Beginning in May, 1976, industrial safety and construction safety staff from the Hamilton, Windsor, Kitchener and London offices reported directly to the regional director, located in London. Initially this regional structure also had responsibility of the employment standards programs in the region; however, the decision in October to establish the Occupational Health and Safety Division resulted in the employment standards staff being reassigned to the original Employment Standards Branch, which now reports directly to the Deputy Minister.

The initial months of establishing the pilot project were rather hectic. The successful implementation of the region is due to the dedication, enthusiasm and spirit of the staff of the South Western region.

During 1976-77, the pilot project conducted the basic Ministry programs of occupational safety, including inspection of plants and construction projects to determine compliance with the legislation, investigation of fatalities and serious lost-time injuries, pre-certification review of industrial plants before they are built and encouragement of broader participation of labour and management in viable plant safety programs.

The pilot project attempted to accomplish these goals by more comprehensive consultation with labour and management groups on their specific problems and possible solutions to them as well as improving relations with client groups. The thrust was to assist labour and management to understand their responsibilities under the legislation and how they could meet these needs, thereby improving occupational health and safety of workers.

1976-77 Activities / Industrial Safety Program

The industrial safety program is administered by both the Occupational Safety Branch and the South Western Region.

The industrial safety program attempts to encourage employers and employees to prevent injuries, accidents and fatalities through identifying and correcting potential hazards in the workplace.

The principal activities are:

- The inspection of approximately 70,000 industrial establishments on a varying cycle determined by the level of hazard found in that establishment. The most hazardous establishments are generally once every three months; those with the lowest level of hazard may be inspected once every 36 months. The frequency of inspection is determined by the inspector, based on that company's previous accident history, previous directions left and the general assessment of the state of occupational health and safety in that plant at the time of inspection. This cyclical inspection program allows the branch to concentrate resources on the high-risk establishments. In addition to inspecting industrial establishments, logging sites and operations throughout the province are similarly inspected for compliance with legislative standards.
- Field inspectors investigate all fatalities, most of the serious accidents and any unusual occurrences in the workplace that may be hazardous.
- The industrial safety program operates a senior management consultation program. As a result of the on-going analysis of the high-hazard companies in the province, these companies are contacted directly by senior inspection staff in an attempt to ensure that the senior management of these companies is aware of the magnitude of their safety problems and to encourage them to establish on-going plant health and safety programs.
- Prior to the introduction of The Employees' Health and Safety Act, inspectors encouraged the active involvement of employers, trade unions and other employer groups in the identification of, and solution to, occupational health and safety hazards. This participation is now facilitated to a greater degree by the provision of the right to accompany the inspector in his inspection of the plant.
- The industrial safety program also includes the pre-certification unit which inspects plans for new buildings and alterations to existing buildings and plans for industrial process in an on-going effort to reduce the possibility of building-in occupational safety hazards. This engineering staff reviews plans and specifications of factories, shops, office buildings, arenas, grain elevators, etc., to check the structural stability of these buildings, emergency exits, fire hazards, and other safety hazards which may be related to the industrial processes.

During 1976-77 the Arena Safety Program was continued. Of the 978 known arenas in the province, 462 were directed to submit an engineer's report. To date only two have not complied with this directive. There were 283 arenas requiring major or minor repairs and 34 recommended replacements. The cost of repair and replacement, estimated to be \$80,000,000, is partially financed by the Minister of Culture and

Initiatives:

A major initiative under the industrial safety program for the coming fiscal year will be to increase the resources dedicated to inspecting logging establishments, so that all major logging sites are inspected at least once each year.

In keeping with the new integrated approach to occupational health and safety, the pre-certification function will increase its emphasis on examining these plans for potential health hazards in the processing operations in an on-going effort to engineer potential hazards out before construction begins.

Additional emphasis is being placed on the implementation of The Employees' Health and Safety Act and on working joint health and safety committees and health and safety representatives, where they are established.

1976-77 Activities / Construction Safety Program

The construction safety program is administered by both the Occupational Safety Branch and the South Western Region. Construction safety inspectors are concerned with safety of workers engaged in all aspects of the construction industry, including the erection, alteration, repair, demolition, dismantling and moving of such projects as buildings, structures, shafts, tunnel work under compressed air, highways, railways, sewers, water mains and conductors of electrical energy, solids, liquids or gases.

The cyclical inspection program inspects approximately 9,000 notifiable construction projects throughout the province for compliance with the Construction Safety Act.

The field inspectors investigate all fatalities, most of the serious accidents and any unusual occurrences that may be hazardous on construction sites.

Consultations with labour and management of the construction sector to increase the awareness of and commitment to developing and maintaining safe and healthy construction sites.

Initiatives:

A major initiative in the construction safety program will be to increase coverage of all notifiable construction safety projects and to increase the industry's ability to implement The Employees' Health and Safety Act and to assist the work of the joint health and safety committees and representatives, where they are established.

Occupational Safety Staff Branch

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R.J. Ogilvie Director

As part of the overall Ministry reorganization, the Occupational Safety programs of the Ministry were reorganized into three branches — the Staff Branch, the South Western Regional Pilot Project and the Occupational Safety Branch.

The Staff Branch was created by bringing people together from the former Industrial Safety Branch and the Construction Safety Branch to improve our ability to plan, develop new programs and assist the operating directors in the delivery of improved occupational safety programs. It assists senior management of the Ministry in policy analysis and the review of occupational safety legislation and regulations.

It also assists the Assistant Deputy Minister and the operating directors in planning the programs and initiatives of the new Division. This involved the development of budgets, new programs and information systems to measure our progress against these plans.

In addition, this unit directly supports the operating directors and their staff by co-ordinating the development of operating procedures manuals for the inspectors, by providing engineering advice to inspectors on complex safety hazards and problems, by training new inspectors and re-training as a result of the introduction of new programs or new legislation, by assisting in operations planning related to the efficiency and effectiveness of our delivery system and by maintaining and operating the information systems for industrial safety and construction safety programs.

These information systems include the maintenance of a master filing system on approximately 70,000 industrial establishments and 20,000 constructors and the computer systems for inspection/investigation reports of more than 100,000 inspections conducted each year by the industrial safety and construction safety inspectors.

1976-77 Activities

In 1976-77 a significant proportion of time and resources were involved with the development and implementation of the Employees' Health and Safety Act and the development of materials, background papers related to an Occupational Health and Safety Bill, which would cover industrial safety, construction safety, mines safety and occupational health. With the decision in October to establish the new Occupational Health and Safety Division, the branch was responsible for co-ordinating the development of new plans and corresponding budgets for the year 1977-78.

Occupational Health and Safety Division

Summary of Statistics — April 1, 1976 - March 31, 1977 incl.

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Occupational Health Protection Branch

Medical Service

Sources of Medical Visits	Number of Visits
Workmen's Compensation Board	115
Occupational Safety Branch	38
Occupational Health Branch	41
Health Units	15
Physicians	7
Companies	15
Universities	2
Min. of Natural Resources	0
Min. of Environment	3
Municipalities	2
Hospitals	1
Occupational Chest Disease Service	2
Public	1
Other	4
Total	246

Medical Visits Completed

1976	No.
April	26
May	13
June	28
July	12
August	14
September	20
October	11
November	21
December	6
1977	
Outstanding Requests Prior to 1977	7
January	16
February	16
March	9
Total Visits Completed	199

Nursing Visits Completed

Month	No.
April	1
May	6
June	15
July	12
August	10
September	11
October	8
November	18
December	10
January	2
February	3
March	9
Total Visits Completed	105

Engineering Service

Sources of Requests for Engineering Visits

Source of Request	Number	% of Total
Ministry of Labour	4	0.5%
Ministry of Labour, Construction Safety	3	0.4%
Ministry of Labour, Industrial Safety	61	8.0%
Ministry of Labour, Occupational Safety	203	26.8%
Workmen's Compensation Board	119	15.7%
Occupational Health Protection	165	21.8%
Ministry of the Environment	15	2.0%
Ministry of Natural Resources	5	0.6%
Ministry of Health	13	1.7%
Occupational Chest Disease Services	4	0.5%
Labour Service Division	7	0.9%
Private Physicians and Hospitals	15	2.0%
Educational Institutions	11	1.5%
Municipal	15	2.0%
Health Units	15	2.0%
Company	92	12.1%
Union	1	0.1%
Mines Engineering	2	0.3%
Anonymous	2	0.3%
Miscellaneous	6	0.8%
Total	758	100.0%

Engineering Field Visits

Month	Requests	Corresponding Visits	Outstanding Visits	Report Issued
April	62	38	24	41
May	75	48	28	50
June	76	54	24	54
July	52	31	18	36
August	47	27	18	29
September	50	42	12	42
October	47	32	15	33
November	62	42	21	44
December	62	32	29	33
January	48	22	25	22
February	61	17	44	16
March	112	29	84	21
Total	754	414	342	421

1. Some requests required more than one visit.
 2. Some requests did not require a visit — report issued.
- Air Quality: 258 visits.

Occupational Health Prot. Br. (cont'd.)

Occupational Health Laboratory

Analysis of Air Samples

In 1976 the following analyses were performed on air samples which were collected by the Air Quality Assessment Section of the Occupational Health Protection Branch.

Type of Analysis	No. of Analyses
Lead	1572
Mercury	219
Isocyanates	152
Chromium	129
Dust Weights	75
Zinc Oxide	67
Beryllium	61
Copper	48
Fluoride	36
Iron Oxide	35
Free Silica	32
Oil Mist	32
Cobalt	23
Cadmium	20
Zinc Chloride	20
Napthalene	14
Nickel	12
Sulfuric Acid	11
Manganese	10
Tetraethyl Lead	9
Toluene	8
Methylenedianiline	6
Methylene Chloride	5
Zinc Stearate	4
Benzene	3
Formaldehyde	3
Total:	2606

Biological Analyses

Lead in Urine	17,325
Lead in Blood	5,387
Mercury in Urine	2,454
Albumin in Urine	2,454
Blood Cholinesterase	824
Fluoride in Urine	667
Copper in Urine and Serum	108
Zine in Urine and Serum	79
Arsenic in Urine, Hair, and Nails	62
Nickel in Urine	43
Cadmium in Urine	22
Phenol in Urine	9
Chromium in Urine	5
Thallium in Urine	4
Manganese in Urine	4
Beryllium in Urine	1
Total:	29,448

Total Number of Analyses
(Biologicals, Materials and Air Samples): 32,629.

Analysis of Materials

Type of Analysis	No. of Analyses
Lead	89
Free Silica	87
Solvents	70
Asbestos	43
Ident. of Plastics	36
Talc	32
Beryllium	31
General Emission Spectrographic	28
Particle Sizing	17
Chromium	15
Nickel	13
Cobalt	11
Copper	9
Ident. of Cleaners	9
Ident. of Cutting Fluids	8
Ident. of Catalysts	7
Alkalinity Measurements	7
Hydrocarbons	6
Identification of Powders	5
Identification of Undercoatings	4
Acidity Measurements	3
Identification of Rubbers	2
Fluoride	2
Carbon Monoxide	2
Carbon Dioxide	2
Mercury	2
Ident. of Paper Coatings	2
Ident. of Activators	2
Ident. of Adhesives	2
Benzene Soluble Materials	2
Ethylene Glycol	2
Flammability Tests	2
Formaldehyde	2
Iron	2
Arsenic	1
Ident. of Stabilizer	1
Ident. of Respirator Absorbent	1
Ident. of Water Treatment Compound	1
Hydrogen Sulfide	1
Methane	1
Ident. of Insulation	1
Ident. of Dust	1
Ident. of Heat Treating Compound	1
Oil (Quantitative)	1
Dimethylethanolamine	1
Manganese	1
Ident. of Stain Remover	1
Ident. of Paint Stripper	1
Cadmium	1
Ident. of Yarn Dip	1
Ident. of Lubricant	1
Ident. of Acid	1
Ident. of Aerosol Propellant	1
Total:	575
The materials samples were received from the following sources:	
Occupational Health Protection Branch, Ministry of Health:	358
Industrial Safety Branch, Ministry of Labour:	144
Health Units:	41
Companies and other Ontario Government Ministries:	14
Physicians:	11
Workmens' Compensation Board:	7
Total:	575

Occupational Health Prot. Br. (cont'd.)

Radiation Protection Laboratory

Programmes	No. of Measurements
1. Surveillance of Nuclear Reactors	2293
2. Surveillance of Uranium Mining/ Milling and Processing Plants	7866
3. Radon survey	5169
4. Air-filters	2490
5. Mercury Pollution	680
6. Calibration of Radon daughter counting equipment	74
7. Miscellaneous	8
Total:	18580

A breakdown of the number of measurements carried out on various samples is as follows:

Types of Sample	No. of Measurements
1. Water	7876
2. Air	5169
3. Air-filters	2490
4. Swipes	1703
5. Blood, hair, tissues	680
6. Urines	439
7. Milk	101
8. Sediment, soil, dust	48
9. Calibrations (radon daughter counting equipment and standards)	74
Total	18580

Mines Engineering Branch

Inspection and Fatality Data

Number of Inspections	
In Mines	1,013
In Pits & Quarries	1,370
Total	2,383
Number of Workers	
Mines	41,000
Sand & Gravel Pits	5,500
Number of Fatalities	
Underground	16
Surface	3
Metallurgical	5
Sand & Gravel Pits	3
Total	27
Number of Mines	107
Number of Pits & Quarries	1,700
Wire Rope Tests	1,134
Mine Rescue Stations	7
Mine Rescue Sub-Stations	17
Miners Under Training in Rescue	1,135
Pre-Development Review	56

Occupational Safety Branch

Industrial Safety Inspection and Fatality Data

	1975-76	1976-77
Non-fatal Accidents Reported	80,625	79,339
Fatalities: — Industrial Safety	49	29
Logging Safety	2	3
Canada Labour Code	2	2
Inspections	57,571	43,909
Directions Issued	44,026	35,975
Directions Completed	32,081	24,741
Revenue	\$775,951	\$783,451
Personnel	131	104
Convictions	57	102
Fines	\$ 50,376	\$ 53,530

Analysis of Non-Fatal Accident Reports

(Figures in brackets refer to unionized industrial establishments)

Accident Group	Number of Industrial Establishments	Number of Employees	Number of Accident Reports
Nil	51,042 (4,001)	364,091 (79,038)	Nil
1-5	13,033 (2,845)	354,587 (135,462)	24,445 (6,449)
Over 5	2,879 (1,855)	530,765 (417,270)	54,705 (43,280)
Total	66,954 (8,701)	1,249,443 (631,770)	79,150 (49,729)

Occupational Safety Branch (cont'd.)

Industrial Safety Inspections by Industry including Distribution of Employees

Industry	Total Inspect	Production Employees	Administrative Employees	Total Employees
Agriculture, forestry, fishing, mines	64	2,092	1,529	3,621
Meat, dairy, beverage, other food processing	1,885	64,693	17,066	81,759
Tobacco	27	2,679	569	3,248
Rubber products manufacturing	215	14,382	4,755	19,137
Leather processing manufacturing	260	12,490	2,513	15,003
Textile industries	527	23,827	5,147	28,974
Knitting mills	92	5,158	769	5,927
Clothing industries	448	23,505	3,115	26,620
Sawmills, veneer, plywood sash, door, other wood ind.	1,748	22,203	4,419	26,662
Furniture, elect. lamp, shade mfg.	1,117	18,273	3,889	22,162
Paper manufacturing, converting	748	34,748	9,745	44,493
Printing, publishing	1,020	32,059	12,331	44,390
Primary metals, aluminum copper, rolling casting, extruding	796	54,327	8,193	62,520
Metal fabricating	4,262	78,185	24,790	102,975
Machinery, equipment mfg.	974	36,065	19,286	55,351
Transportation, equipment mfg.	1,241	87,530	19,153	106,683
Electrical products mfg.	1,024	55,283	24,834	80,117
Non-metallic prod. mfg., cement, clay, asbestos, glass	957	22,428	6,452	28,880
Petroleum, coal products	83	3,869	2,168	6,037
Chemicals, chemical products	993	26,033	14,441	40,474
Msc. mfg., scientific equipment, jewellery, brooms, plastic fabricator	1,636	35,504	11,794	47,298
Construction industry	1,423	22,198	9,218	31,416
Transportation, truck, railway, air, water	1,172	44,012	10,180	54,192
Storage	464	6,474	3,107	9,581
Communications, radio, television, telephone, post office	199	27,722	10,734	38,456
Utilities, gas, water, electric, sewage	429	19,263	4,802	24,065
Wholesale trade	4,224	61,090	36,128	97,218
Retail trade	10,933	252,810	45,588	298,398
Finance, insurance	450	14,273	15,985	30,258
Education	34	2,212	1,410	3,622
Health, welfare	144	7,236	955	8,191
Religious organizations				
Motion picture, recreation	67	1,288	324	1,612
Service to business, advertising, engineering, legal	196	6,165	4,644	10,809
Personal service, shoe repair, barber, laundries, restaurants	1,557	53,723	7,145	60,868
Misc. service, photography, blacksmithing, welding, building services	741	9,321	3,113	12,434
Government, federal, provincial, local	866	66,323	31,535	97,858
Undefined activity				
Total Inspections	43,016	1,249,443	381,826	1,631,269

Directors issued under the Industrial Safety Act

The code for the directions is as follows: A) Canada Labour Safety Code; B) Loggers' Safety Act; C) Tags, Time Limit, etc.; D) Submission of Plans; E) Responsibilities, etc.; F) Premises; G) Lighting, Heat and General Ventilation; H) Fire Prevention and Protection; I) Electrical Equipment and Explosive Actuated Tools; L) Material Handling; M) Environmental Hazards; N) Maintenance and Repairs; O) Sanitation; P) Personal Protective Equipment; R) Exits

Industry	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	R	Total
Agriculture, forestry, fishing, mines	17	343	2	6			8			14		8	1	5	2	16	22	444
Meat, dairy, beverage, other food processing	270		20	6	17		328	38	45	837	45	183	49	67	6	105	118	2,134
Tobacco			3		1		5		1	36	3	3	2	2		2	3	61
Rubber products manufacturing			12		5	1	103	12	28	247	8	64	31	10	1	22	17	561
Leather processing manufacturing			19		1		53	9	19	212	9	9	19	3		24	35	412
Textile industries			41	4	6		140	20	20	447	17	38	19	33	7	56	64	912
Knitting mills			4	1	3		16		2	43	4	4	5	3	2	10	110	110
Clothing industries			5		2	1	17	2	5	82	2	2	10		23		54	205
Sawmills, veneer, plywood sash, door, other wood ind.		1	63	11	33	2	195	14	69	571	29	68	100	61	26	128	83	1,454
Furniture, elect. lamp, shade mfg.		61	61	4	10	1	110	30	92	490	39	41	142	22	17	107	125	1,291
Paper manufacturing, converting		34			35	2	347	33	53	551	27	165	64	59	4	118	69	1,561
Printing, publishing			17	4	3		64	13	66	290	24	29	47	19	2	39	65	682
Primary metals, aluminum, copper, rolling casting, extruding			63	4	20	8	316	54	25	319	21	170	278	56	28	142	33	1,537
Metal fabricating			275	14	48	8	656	76	236	2,353	124	596	342	122	21	551	238	5,660
Machinery, equipment mfg.			59	2	13	1	258	20	63	408	22	224	78	29	1	147	65	1,390
Transportation, equipment mfg.	10		93	6	41	3	436	42	115	873	50	332	192	93	13	224	102	2,625
Electrical products mfg.			91	5	36	11	308	54	109	849	33	209	150	40	7	195	111	2,208
Non-metallic prod. mfg., cement, clay, asbestos, glass			25	2	29	1	243	13	27	368	24	120	95	60	7	75	41	1,130
Petroleum, coal products			1	2	6	1	26	5	6	26	2	11	19	3		8	9	125
Chemicals, chemical products	4		27	10	27	9	320	32	79	418	32	169	159	39	4	65	84	1,478
Misc. mfg., scientific equipment, jewellery, brooms, plastic fabricator			70	8	11	8	217	17	126	752	64	145	161	29	10	191	121	1,930
Construction industry			15	16	11	1	53	2	25	150	18	75	27	8		12	34	447
Transportation, truck, railway, air, water	164	1	7	5	4		48	4	17	46	11	39	22	10	1	18	33	430
Storage	79		3	4	15		42	10	6	23	5	56	3	8		19	47	320
Communications, radio, television, telephone, post office	17						2			3		1	2		1	1	3	30
Utilities, gas, water, electric sewage			1		5	1	75	6	8	59	8	42	19	13		7	15	259
Wholesale trade	39		48	12	27	2	317	49	127	400	57	331	145	67	18	145	248	1,944
Retail trade	2		126	61	32		406	140	244	353	119	277	229	74	18	142	826	3,049
Finance, insurance			5	12	4		22	20	9	116	2	4	4	1	2	3	100	306
Education	1								7	17	1	2	2	2		3	4	37
Health, welfare	3		1				5	4	4	46	5	3	10	2	6	8	5	102
Religious organizations																		
Motion picture, recreation			59	2	57		2	1		4			3	1			6	135
Service to business, advertising, engineering, legal			4		3		7	3	9	28		15	9		2	4	18	102
Personal service, shoe repair, barber, laundries, restaurants			13		5		46	22	25	65	9	22	10	3	3	7	65	295
Misc. service, photography, blacksmithing, welding, building services																		
Government, federal, provincial, local	130	3	9	4	8		83	35	16	110	21	23	38	6	6	16	31	274
Undefined activity			3	1	4		2	2	2	2	2	4	3	2		3	2	30
Total	738	348	1,288	203	533	61	5,315	789	1,697	11,679	842	3,531	2,425	951	218	2,651	2,941	36,210

Occupational Safety Branch (cont'd.)

Construction Safety Inspection and Fatality Data

	1975-76	1976-77
Number of Inspections	56,853	61,546
Number of Directions	44,104	38,318
Number of Other Calls	6,079	3,401
Number of Inspections Where No Directions	37,573	41,902
Number of Convictions	1,123	618
Total Fines	\$254,984	\$179,712
Number of Fatalities	39	39
Number of Investigations	5,904	3,053
Number of Promotional Calls	175	348

Underground Project Inspection Summary

	Projects under Inspection	Completed during year	C/F to next year	Length of Tunnel feet		Projects under Compressed Air	No. of Inspections	No. of Directions	No. of Inspections with no Directions
				Less than 60" diam.	60" diam. and over				
Long Tunnels	139	98	41	3,696	133,228	6	1,174	424	979
Short Tunnels (under 50')	43	37	6	8,858	446	—	130	24	116
Jacked Tunnels	44	41	3	4,688	5,429	—	229	53	199
Other Underground Structures	9	9	—	N/A	N/A	—	31	—	31
Totals:	235	185	50	9,242	139,103	6	1,564	501	1,245

Projects under Compressed Air

No.	Contractor	Location	Pressure		No. of Decompressions			No. of cases of Decompression Sickness
			Min.	Max.	Shift Workers	Supervisors and others	Total	
73/86	Schwenger Construction Limited	Ottawa	10	19	10,782	3,100	13,882	—
73/213	McNally & Sons Limited	Ottawa	4	14	5,081	1,506	6,587	—
75/71	Sansone Construction Co. Ltd.	Toronto	9	12	2,073	894	2,967	—
*75/132	Mole Construction Co.	Thunder Bay	4	13	1,283	1,060	2,343	—
*76/15	Kilmer Van Nostrand	Toronto	9	19	2,060	568	2,628	—
*76/21	Ontario Underground	Toronto	6	9	188	186	374	—
Total					21,467	7,314	28,781	Nil

*Projects still in progress April 1, 1977

73/86
73/213
75/132
76/15
76/21
These jobs are using C.S.A. Standard Z275.3 - 1974 Occupational Safety Code for Construction Work in Compressed Air.

No Cases of Bends reported for the year 1976-1977

Ethel M. McLellan* Executive Co-ordinator

The Women's Programs Division is responsible for co-ordinating existing and proposed policies and programs to improve the status of women throughout the province. The Office of the Executive Co-ordinator, Women's Programs, provides direction to the Women's Bureau and the Women Crown Employees Office.

The Executive Co-ordinator is the senior official in the government responsible for promoting equal opportunity for women in the public and private sectors. The Executive Co-ordinator is a member of both the Ontario Status of Women Council and the Ontario Civil Service Commission. Appointment to these two bodies ensures that provincial government programs for women and the initiatives of the government as an employer are linked together and that access to the government service and the private sector in matters affecting women are co-ordinated.

1976-77 Activities

At the request of the Chairman of the Civil Service Commission, the Executive Co-ordinator conducted a series of in-depth interviews with senior women employed in the Ontario Public Service. These women were identified as having immediate potential for, and interest in, promotion to executive positions. The interviews took place during the spring and summer of 1976. Information concerning the abilities, experience and goals of these women, gained from the interviews conducted by the Executive Co-ordinator, has been incorporated into the Civil Service Commission's Senior Inventory, from which positions in the executive structure are filled. This project will be reported on in greater detail in the third annual report on the status of Women Crown Employees.

*The position of the Executive Co-ordinator of Women's Programs has been vacant since September 1, 1976. Marnie Clarke, Director of the Women's Bureau, has been assigned the responsibilities and staff of the Executive Co-ordinator's office on a temporary basis.

Marnie Clarke Director

The Women's Bureau responds to employment-related issues which affect the 1.5 million Ontario women working outside the home. As well as responding to public requests for information, referrals, advice and assistance, the bureau prepares policy recommendations relating to both legislation and enforcement for government consideration.

During 1976-77 the bureau had a complement of nine — one director, one research co-ordinator, one co-ordinator, equal opportunity in employment, one employment counselling consultant, one community development officer, one communications co-ordinator and three support staff.

1976-77 Activities / Research and Communications

Demand for publications and information continued to be heavy following the end of International Women's Year. Several previous publications were updated or revised and reissued. *The Job Search*, a guide for women seeking employment, was expanded to include work sheets and a broader range of information. *Law and the Woman in Ontario* was revised to include recent legislative changes which affect women. *Pregnancy Leave in Ontario* and a brochure describing the bureau were also updated.

In response to increased public demand for practical guidance in entering or re-entering the work force, the bureau produced *Options: A Sourcebook on Education and Employment for Women*. This 63-page book describes a range of program alternatives available to Ontario women. To encourage women and counsellors working with women to make increased use of The Human Rights Code, the pamphlet *Sex Discrimination in Employment* was developed to give detailed information on how to recognize discrimination and how to file a complaint with the Human Rights Commission.

The Women's Bureau newsletter continued to be a valuable source of information on labour market and legal issues for the women of Ontario. It also enabled the bureau to keep in touch with the more than 6,000 groups and individuals on its mailing list.

Increasingly, the Women's Bureau has concerned itself with the development of policy affecting the employment of women. It provides both policy papers for internal Ministry use and other research papers for the general public. Public documents included the Women's Bureau brief to the Human Rights Commission on proposed amendments to the Code, a paper on the status of domestic workers in Ontario and a research paper on pregnancy leave laws and practices in Ontario and other jurisdictions.

In the past, the Women's Bureau's vehicle for conveying occupational and legal information has usually been printed material. During 1976-77, however, the bureau produced a 26-minute film entitled *No Time Like Now: A Portrait of Ontario Women at Work*. The response to the film was positive and immediate, illustrating the previous lack of resources in this area. Ten prints are circulating throughout the province on loan.

Demand for speakers continued to be strong during 1976-77; bureau staff filled about 100 requests from around the province.

Several hundred letters were answered providing legal and vocational information and referrals to women. Consultation was provided for a variety of external groups planning research projects, developing reports on the status of women and seeking information about affirmative action programs. Staff also assisted in the planning of conferences on the role of women in the labour force and acted as resources people and seminar leaders. In addition, staff handled about 400 telephone requests for information and assistance every week.

1976-77 Activities / Affirmative Action Consulting Service

The Affirmative Action Consulting Service provides resources and expertise to employers and employees to encourage better utilization of the abilities of women.

The affirmative action approach to non-discrimination advocates a structured plan for eliminating the traditional barriers to upward and horizontal job mobility for women.

Information about affirmative action has been provided to 197 employers, after an analysis of publicly available financial and personnel information. These contacts represent about one-third of Ontario's major companies. At the request of senior management, Women's Bureau consultants have met with over 140 companies, with about 820,000 employees including 377,000 women. Many of these employers continue in a client relationship with the bureau.

On any day, the three consultants jointly carried an average active caseload of 70 companies. As this number increases, new initiatives are being developed for the most efficient delivery of information and services to client groups.

As well as providing assistance to existing clients, the consulting service is systematically approaching new clients. As well as regular mailings, a print advertising campaign was launched in the spring of 1977 in major business publications. Information and advice is supplied as requested to management consultants, labour organizations and trade associations. An affirmative action outreach to unions is in the research and development stage, as is a program directed at public sector employers outside the Ontario public service.

A continuing function of the consulting service is the development, publication and dissemination of information about affirmative action to client groups and the general public.

1976-77 Activities / Immigrant, Low-Income and Native Women

Fundamental to the program objectives of this outreach program is the translation of basic labour legislation into the languages of the major ethnic groups. With the assistance of community-based ethnic agencies, publications have been distributed in French, Italian, Portuguese, Spanish, Greek and Cree.

To develop direct avenues for disseminating this information and to provide a preventative service to immigrant communities, a pilot project was developed with the co-operation and assistance of the Metropolitan Separate and Toronto School Boards. In selected elementary schools with a high immigrant population, translations were distributed through students to the homes of immigrant women, with potential follow-up directed to local ethnic service agencies.

In February 1977, the second in a series of workshops on *Effective Utilization of Labour Laws for Women* was held in Thunder Bay for Northern Ontario community workers and counsellors working with disadvantaged women, in co-operation with Confederation College. The workshop was designed to heighten the understanding and use of labour legislation, as well as related support programs vital to the welfare of working women.

To develop links between community workers and Ministry branches administering legislation, a brochure was developed outlining the steps in recognizing and filing complaints of sex discrimination. The program also provides a referral service of individual clients to appropriate community support and counselling agencies, as well as to other government branches involved with the employment-related concerns of women.

1976-77 Activities / Employment Counselling Advisory Service

The Employment Counselling Advisory Service assists organizations and agencies develop more effective pre-employment consulting services for women entering or re-entering the labour force.

Bureau staff participated in program planning, as resource people in workshops and conferences and have provided information about labour legislation, labour force statistics, job market conditions and innovative development in counselling.

During the past year, attention focused on programs offering employment-related services to sole-support mothers. Assistance in program development, information and publications have been made available to counsellors working with this group.

The revision and expansion of bureau publications to provide information to women planning for new careers was undertaken during the past year. *Job Search*, a booklet on career planning and job search techniques was published. Initial research for updating and expanding *Career Selectors* was completed by Experience '76 summer students.

Plans are now completed for a support program to community agencies and other organizations through Experience '77. Organizations have been invited to submit proposals for projects employing students to assist in the implementation of programs for women; 22 students will be employed in the projects this summer.

1976-77 Activities / Resource Centre

The Resource Centre provides information to a growing number of persons interested in issues related to women in the work force. Members of the public visit and use the materials of the centre for college papers, university theses and organizational and individual projects. The centre also supplies background material for the officers of the bureau and other government Ministries. With the assistance of Experience '76 students, the resources of the centre greatly expanded and a bibliography of other sources of information across the province was compiled to meet the needs of the public outside the Metropolitan Toronto area.

There is a growing demand for the centre's audio-visual materials from schools, colleges and organizations across the province as well as the branches of Ministries concerned with upgrading the status of women. Materials are available on such topics as career choices, socialization, sole-support mothers, affirmative action and sex-role stereotyping. Additional copies of the films have been purchased to respond to the increasing demand from the public for up-to-date information about the changing status of women.

Katherine Eastham Director

The Women Crown Employees Office (WCEO) was established in April, 1974, to implement the recommendations of a 1973 Green Paper — *Equal Opportunity for Women in Ontario: A Plan for Action*.

The long-term objective of the government's internal affirmative action program is to raise and diversify the occupational distribution of women Crown employees. The WCEO is responsible for stimulating and facilitating government-wide policies and practices to achieve this objective and for monitoring and evaluating progress.

The WCEO's client group includes women who work directly in the Ontario Public Service and employees of Crown agencies, such as the Workmen's Compensation Board.

The office has a complement of six — one director, three program development officers and two support staff.

1976-77 Activities / Resource on Affirmative Action

The WCEO continued to consult with Ministries and Crown agencies as they developed and evaluated affirmative action plans. It provided the secretariat to the Affirmative Action Council of Women's Advisors during its first year of operation.

In addition to organizing regular monthly business meetings, the WCEO sponsored a three-day residential session for all Women's Advisors, a one-day orientation workshop for new Women's Advisors and provided on-going support to Council task forces.

The WCEO acts as a central clearing house of comparative information on affirmative action techniques. To facilitate this role, a resource centre was established in 1976-77.

During 1976-77, the WCEO developed a new directive and revised guidelines on affirmative action, which were approved by the Management Board of Cabinet on March 29, 1977. The new policy, which replaces the original 1974 guidelines, will provide fresh impetus to the program during the next three years.

1976-77 Activities / Education and Information

The year started with a joint union-management conference, sponsored by the government of Ontario and the Ontario Public Service Employees' Union, on *Women in the Ontario Public Service*. About 150 delegates attended, representing both management and bargaining unit employees from across the province.

The WCEO undertook several speaking engagements including regular presentations to the Civil Service Commission's *Current Issues* and *Program Executive management* courses. Early in the year, the WCEO co-operated with the Commission and the Employment Standards Branch of the Ministry of Labour to offer three equal pay seminars for Ministry regional supervisors.

In November, 1976, the federal government sponsored a conference on equal opportunity programs for government employees, to which Ontario was an active contributor. Within the Ontario Public Service, the Personnel Council introduced a regular agenda item on Women's Programs as a means of information exchange.

In January 1977, the WCEO and the Civil Service Commission jointly sponsored a pilot course, *Women Into Management*. The initial response and evaluation were good so that, following more development, it is hoped that this course can be made generally available in 1977-78.

In addition to its regular monthly column, *Women on the Move*, in the government's in-house newspaper, *Topical*, the WCEO ran a series of poster inserts on the theme of equal opportunity.

New publications during 1976-77 were:

- *Career Planning Workbook*, a self-help career counselling book
- *Report on the Union-Management Conference*
- Up-dated *Bridge-Job Guide*

1976-77 Activities / Research and Monitoring

The WCEO collected and prepared information from each Ministry and Crown agency for the *Annual Report of the Executive Co-ordinator of Women's Programs on the Status of Women Crown Employees*.

The Office also analyzed each organization's affirmative action plans, surveyed women's access to staff training and development opportunities, submitted a brief to the Ontario Human Rights Commission and gathered data on a variety of personnel topics, such as "rug-ranking".

The quarterly report, comparing the salaries and occupations of men and women in the Ontario Public Service, was cut-back to a semi-annual service.

1976-77 Activities / Experience '76

During the summer, the WCEO organized an Experience '76 Program called Apprenticeship in Affirmative Action. More than 30 students were placed with Ministries and Crown agencies to work on a wide range of affirmative action projects.

D.J. Morgan
Executive Director

The Administration Division is responsible for providing administrative support for the operating branches of the Ministry. The support activities consist of Finance, Personnel, Systems and ADP, Administrative Operations and Internal Financial and Management Auditing.

G.A. Webster
Director

The Finance Branch provides a complete financial service for the Ministry. Duties and responsibilities include compiling, submitting and controlling revenue and expenditure budgets, preparing the payroll, processing accounts for payment and submitting claims under cost-sharing agreements.

The branch's activities are undertaken by the following sections:

Accounts section

Provides accounting service for the Ministry, including paying all accounts, preparing the payroll and developing, installing and supervising new financial systems and accountable warrant fund.

Budget section

Compiles estimates, controls and reports on expenditures and prepares monthly financial reports and statements.

Revenue section

Maintains and services the accounts receivable system, receives cash and prepares analyses of receipts.

The branch has a complement of 29.

1976-77 Activities

	General Expenditure	General Revenue
Ministry Administration	\$ 5,525,000.00	\$
Industrial Relations	1,446,000.00	2,000.00
Women's Program	505,000.00	
Labour Services	8,231,000.00	4,125,000.00
Human Rights Commission	1,247,000.00	
Labour Relations Board	1,852,000.00	
	18,806,000.00	
Credits	—	40,000.00
Total	\$18,806,000.00	\$4,167,000.00

Personnel Branch

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N.E. Mayne Director

Policies and programs are one thing, but it takes people to make them work. Finding the right people for the job is the responsibility of the Personnel Branch.

The branch had a complement of 12 during 1976-77, consisting of seven professional and five secretarial/clerical support staff. The branch operates on a specialist basis with a director, two recruiting officers, two classification officers, one training officer and one benefits officer, augmented by part-time specialists, as required.

1976-77 Activities / Classification

The classification section provides consultative service to management on organizational planning and development and is responsible for the compensation of all positions in the Ministry. During the fiscal year 1976-77, the following were the major areas of involvement.

Occupational Health and Safety Division

A new Division established in the Ministry during the last quarter of the fiscal year, encompassed the Occupational Safety Branch, the South Western Region Pilot Project in the Ministry as well as the Occupational Health Protection Branch and the Mines Engineering Branch, transferred to this Division from the Ministries of Health and Natural Resources respectively. A considerable amount of time has been spent in this Division and it is anticipated that a major portion of our time in the coming year will be devoted to this area.

South Western Region Pilot Project

The District Offices in the South Western region were transferred back to the Administrative Operations Branch and the responsibility for the Employment Standards function in the South Western Region was transferred back to the Employment Standards Branch.

Employment Standards

The Employment Standards Branch was re-established under its former organization and the Employment Adjustment Services function was combined with the Employment Standards Branch.

Research Branch

A reorganizational review of the Research Branch is still in progress and will require a number of new specifications.

Staff Support Branch

A number of the senior positions in the professional and technical areas were written and classified under the broadbanding conversion program. Other positions remain to be written and classified.

Conversion of Management Positions

A considerable amount of time has been involved with the conversion of many of the management positions to the broadbanding system. A number of the groups have been completed and it is anticipated that a significant amount of time will be required in the future to complete this program.

1976-77 Activities / Staff Development

The staff development section is responsible for the various training and developmental activities of the Ministry including in-house courses, Civil Service Commission workshops, external seminars and conferences and tuition assistance for evening and part-time studies.

In-House Courses

The emphasis in the in-house program was first, to maintain the quality of the on-going courses through evaluation and revision and, second, to develop new programs to meet identified needs. In this regard, the Ministry provided training in *Receptionist Skills, Business English, Effective Speaking and Transactional Analysis* for 111 employees. In addition, the Ministry developed and conducted a pilot project in *Basic Supervisory Skills* for 12 clerical supervisors. Preliminary work was also begun on the revised Ministry orientation program for the new fiscal year.

Civil Service Commission Courses

Civil Service Commission courses formed a large part of Ministry training activities, with 48 employees attending workshops and seminars in Toronto and at the Staff Development Centre near Barrie. The pattern of attendance at these courses was the same as in previous years, with the prime interest being in management training, followed by inter-personal, technical and clerical skills.

Four employees attended the Civil Service Commission French language program — three employees in evening classes and one in part-time immersion.

External Courses

External courses generally provide specialized training in subjects not available through Civil Service Commission or in-house courses. During 1976-77, 83 Ministry employees attended such courses sponsored by management consulting firms, professional associations or similar organizations.

Tuition Assistance

During 1976-77, 87 employees attended evening courses at universities and community colleges. As in previous years, approximately 20 per cent of these employees attended work-related courses such as supervision, accounting, etc., while the other 80 per cent were pursuing long-range career goals by acquiring degrees, certificates and diplomas.

In conjunction with the tuition assistance program, the Staff Development Section conducted about 100 counselling interviews related to academic and vocational goals.

1976 Activities / Recruitment

Early in 1976, proposals for implementing a re-organization in the Labour Services Division and regionalization were being considered. This led to an increased branch workload. Effective May 1, 1976, a Pilot Project was introduced in the South Western region, which required the branch to establish controls for all aspects of personnel procedure.

In addition, the Ministry of Labour received Delegation of Recruitment authority from the Civil Service Commission in March 1976, which greatly increased all recruiting activities. Several procedural changes were necessary which reassigned the workload.

A total of 964 applications were processed in order to recruit 49 students for the Ministry's regular student program and 5,036 applications were screened to obtain 196 summer students to fill positions in the five Youth Secretariat programs. All students were hired by selection boards, who interviewed at least three applicants for each vacancy.

Regular Competitions

Number of competitions run	125
Number of applications	1,934
Number of interviews held	598
Number of persons hired	136

Summer Programs

Regular summer students applications received	964
Number of regular summer students hired	49
Number of applications for Youth Secretariat programs	5,036
Number of students hired for Youth Secretariat programs	196

1976-77 Activities / Employee Counselling

During the fiscal year, 92 employees severed their connections with the Ministry for the following reasons:

Retirements	16
Early retirement	1
Transferred to other sections of the service	30
Deceased	2
Better paid positions	10
Moving from area	8
To continue education	6
Dissatisfied with branch policies	4
Unsuitable	5
Home responsibilities	9
Entering teaching profession	1
Ill health	1

In addition, nine casual employees left when their contract expired or they left for permanent positions.

During the year, the branch continued the Pre-retirement Program for our own employees and their spouses consisting of a three-day seminar in Toronto. Problems affecting retirement were dealt with by personnel skilled in many fields of health and money matters.

A number of visits to District Offices were made by the counsellor to assist in solving personal and work related problems.

The counsellor acted as the Chairman of the United Appeal and the Heart and Cancer Campaign as well as co-ordinator of two Blood Donor clinics held in the fall of 1976 and in March of 1977. In all cases, his efforts met with considerable success.

W.H. Lehman
Director

The Systems and A.D.P. Branch is responsible for providing consultative, developmental and implementation services at a professional level for systems development, programming and data processing services consistent with program delivery and administrative support services.

The service provided consists of:

- Feasibility studies
- Systems design
- Programming
- Implementation
- Maintenance
- Computer processing on a regularly scheduled basis
- Data entry
- Quality control, etc.

The client group serviced by the Systems and A.D.P. Branch has not changed significantly and is made up of:

Ministry of Labour

- Research Branch
- Finance Branch
- Construction Safety program
- Industrial Safety program
- Human Rights Commission
- Employment Standards Branch
- Occupational Health & Safety Division (New Area)
- Special requests

Ministry of Consumer and Commercial Relations

- Pressure Vessels Branch
- Elevating Devices Branch
- Operating Engineers Branch
- Energy Facilities
- Energy 2 year Renewal
- COBIS (Common Object Information System)
- Finance and Program Evaluation Branch
- Special requests

Ministry of Colleges and Universities

- Manpower Training 2 year Renewal
- Manpower Training Apprenticeship
- Accounts and Administrative Services Branch
- Special requests

The branch consists of 23 complement staff and 10-14 contract personnel.

1976-77 Activities

Branch involvement on a large variety of projects in the Research Branch alone continued to absorb about one-half of the Labour budget during 1976-77. There are now 13 on-going systems in the Research Branch alone as follows:

Acronym	System
ACSR	Automated Control of Serials in Research
CBA	Collective Bargaining Agreement
COIN	Construction Industry
GRAR	Grievance Abritration
INJU	Work Injuries
LINK	Linkage with Extended and Modified Library Software Package Programs
ORGN	Labour Organization
SEAS	Seasonal Adjustment of Labour Imbalances
STCE	Status and Certification of Bargaining Units
UICD	Unemployment Insurance Commission Data
VACA	Job Vacancy Data
WADE	Wage Development
WAGE	Wages, Hours of Work and Overtime Pay Provisions

In addition, Systems and A.D.P. Branch provided support on an additional 41 projects, 11 of which involved an expenditure of less than \$500 each; others varied from \$2,000 to \$20,000.

Cost recovery for areas serviced in the Ministry of Consumer and Commercial Relations and Colleges and Universities amount to some \$291,000, which benefits all concerned from a point of economy of scale in personnel and in volume processing discounts which are in the area of \$40,000 annually.

Significant technological change has taken place during 1976-77, improving service and exploiting more fully technical capabilities of the present state of the art. For example, the branch has converted all applications, some 22 systems and 300 programs, from the UNIVAC 1106 equipment to the IBM 370/168. This conversion was completed without disruption to the users and on time.

The branch has also moved its data entry techniques and procedures from the conventional punch card concept to key/disc techniques which involves new equipment (DATA 100) and extensive change to operating procedures.

Also, a comprehensive optimization and systems enhancement project is underway involving a number of Labour staff and specialists from the Queen's Park Computing Branch, the host computer service bureau.

As far as increased work load is concerned, a new system for the Construction Safety program has been implemented and some work in the peripheral areas has commenced in the Occupational Health and Safety Division. It is expected that there will be a considerable amount of new work in this new Division.

A summary of 1976-77 activity and proposed resources for 1977-78, can be described as follows:

	1976/77	1977/78
Staff	23 Labour complement 12 on contract	25 Labour complement 14 on contract
Budget	\$903,600	\$1,068,700
Recoveries	291,300	278,800
NET LABOUR	\$612,300	\$ 789,900
Input	1,900,000 (Cards and Key Disc Records which consist of several cards per record)	
Jobs submitted	8,300 (6,500 via terminal)	
Output	37,424,880 Note: 1 and 2 1 (plus 9,600,000 on site) 2 (all conversion output not included)	

Expenditure by resources breaks down approximately as follows:

Data Entry Salaries, Fringe Benefits and Equipment Rental	35%
Contract Systems and Programming Staff	35%
Computer Service Cost	30%

With the introduction of a 10 MEGABYTE disk, remote job entry and print capabilities in our DATA 100 equipment, the branch is now able to process an increasingly larger volume of output on site.

The branch has made progress towards the objective of last year in providing a more efficient service to the client.

R.R. Hogarth Manager

Administrative Operations provides administrative support services to the Ministry's line and staff operations in both the Head Office and 10 District Office locations, plus 12 Mines Safety offices located throughout the province.

Support services provided include records management, purchasing, inventory control, warehousing and supply, reprographics, mailing, office accommodations and transport.

Administrative support is provided for the Ministries of Consumer and Commercial Relations and Colleges and Universities in the five district offices where premises are shared.

Reporting to the Executive Director of Administration, the manager of the Administrative Operations Branch is assisted in the operation by a records management officer, a purchasing officer, a supervisor office services, a supervisor reprographics, an accommodation officer, 10 district office managers and 75 clerical and technical staff.

1976-77 Activities

During the fiscal year, two new positions were created — a supervisor of reprographics and an accommodation officer. They were established to permit the branch to effectively respond to the increased activity that has been created by the Occupational Health and Safety Division.

The accommodation officer will, under the general direction of the manager, be responsible for the allocation and maintenance of the significantly increased space requirements of the Ministry, in both the headquarters and district office locations.

During the fiscal year, the reprographics unit processed in excess of 8,400,000 offset and photocopy impressions. In the coming year, this is expected to increase by at least 25 per cent. This anticipated volume required that an experienced supervisor be appointed to ensure that the current level be maintained, notwithstanding the anticipated volume increase.

Employment Standards Branch

30

J.R. Scott Director

The Employment Standards Branch is concerned with the economic well-being of more than three and one-half million Ontario workers. It pursues its objectives by maintaining and enforcing a wide range of employment standards legislation which establishes minimum or basic wages and working conditions.

The branch is responsible for administering:

- The Employment Standards Act
- The Industrial Standards Act
- The Fair Wage Schedules on Government Contracts
- The Employment Agencies Act

It also includes the Employment Advisory Service and the Employment Adjustment Service.

The branch has a complement of 125 persons employed as follows; director, executive assistant, administrator of operations, assistant administrators, employment standards officers, and support staff.

1976-77 Activities / Employment Standards Act

This Act prevents exploitation by providing for minimum standards of working conditions. It is primarily aimed at assisting that segment of the population which has little or no bargaining power.

The branch investigates complaints made by employees and also conducts investigations of selected groups of industries. The branch continues to promote a self-audit, pay-direct approach in instances where violations have occurred.

In this way, less emphasis is placed on enforcement and more on education. This approach is currently being pursued by a special team of officers emphasizing equal pay for equal work.

By means of advertising and public speaking, the branch tries to encourage employers to adjust their practices to comply with the legislated standards on their own initiative.

During the 1976-77 fiscal year the branch made about 13,000 investigations under The Employment Standards Act. Assessments were made against 10,609 employers on behalf of 23,551 employees for a total of \$3,731,012.

A comparative breakdown on these and other statistics may be found at the end of this report.

1976-77 Activities / Industrial Standards Act

The Industrial Standards Act provides that employees and employers may jointly request a schedule of working conditions for their particular industry or trade. When the schedule has been prepared and has been accepted by both groups and approved by the Ministry, the schedule becomes the standard for that industry or trade in a designated zone.

It is widely used by the construction trades, fur industry, and needle trades. Generally, the schedule is administered by an advisory committee subject to the approval of the Director of Employment Standards. The branch is continuing a close liaison with the Industrial Standards trades.

During 1976-77, there were assessments totalling \$1,470 levied against 6 employers, on behalf of 11 employees.

1976-77 Activities / Fair Wage Schedule on Government Contracts

The Fair Wage Schedule on Government Contracts ensures employees working on government projects of fair labour rates and protects sub-contractors from unfair competition based on labour costs when bidding on government contracts. Before tenders are invited for specific projects, the Ministries must obtain from the branch the minimum wage rates for each job classification and the maximum hours of work.

During 1976-77, there were assessments totalling \$14,323 levied against 14 employers on behalf of 50 employees.

1976-77 Activities / Employment Agencies Act

The purpose of The Employment Agencies Act is to provide for the licencing and regulation of employment agencies in Ontario. *Employment Agency* is defined, in part, under the Act, as the business of procuring for a fee, reward, or other remuneration persons for employment, or employment for persons.

Class A employment agencies are prohibited from charging a fee for any service rendered to any person procured for employment. In classes B, C and D, the person for whom work is found may be charged a fee, but not greater than the limitations in regulations under the Act.

During 1976-77, one application for a licence was refused and one licence renewed was suspended temporarily.

1976-77 Activities / Employment Adjustment Service

The Employment Adjustment Service was established in May, 1973, in response to the need to assist labour, management and government to anticipate and respond more effectively to manpower adjustment problems.

The E.A.S. performs a liaison/consulting role between parties faced with potential employment disruption and public or private sector institutions which assist the employers and employees involved.

Activities of E.A.S. include:

- monitoring layoffs and terminations of 25 or more employees
- following up on initial information received through the monitoring
- exchanging information and maintaining contact with other provincial and federal government agencies
- advising employees and employers of the requirements of the termination legislation
- assessing the need for, and participation in, the establishment of adjustment committees both in the formal sense and on an *ad hoc* basis.

The principal mechanism employed is the Manpower Assessment and Incentive Agreement process of the Canada Manpower Consultative Service. The Employment Adjustment Service is a financial contributor to and member of the CMCS. The agreement sets up a committee consisting of employee representatives, management representatives and an independent chairman to assist employees affected by large-scale termination to re-establish themselves in new employment.

In addition to the formal committee structure, E.A.S. also becomes involved in *ad hoc* responses to termination situations and works closely with labour, management and Canada Manpower officials in assisting the affected employees to find re-employment or relocation. Two examples of this *ad hoc* approach during 1976-77 were adjustments of more than 4,000 employees terminated from the T. Eaton Company and more than 2,000 employees terminated throughout the province as a result of hospital cut-backs.

1976-77 Activities / Employment Advisory Service

The 1974 Task Force looking into the role and programs of the Ministry of Labour suggested the establishment of a unit to promote improved terms and conditions of employment above the legislated minimums and to advise employers on the solutions to labour utilization problems such as absenteeism, turnover, etc.

During 1976-77, the Service continued its information program and provided low-level consultation to a number of firms. The Service provided its clients with information on correctly identifying problems, costing the problems and possible solutions. In addition, the Service has regular mailings to clients to bring them up-to-date on new developments in the area of productivity and the quality of working life.

The Service was marketed to a number of communities in Ontario during 1976-77 by presentations or speeches to a variety of community and government agencies such as Chambers of Commerce, personnel associations, Canada Manpower Centres and Industry and Tourism industrial development consultants.

Employment Standards Branch

Summary of Statistics — April 1, 1976 - March 31, 1977

Employment Standards Branch Statistics

1975-1976 from April 1, 1975 to March 31, 1976 inclusive
1976-1977 from April 1, 1976 to March 31, 1977 inclusive

Investigations	1975-76	1976-77
Complaints	11,711	12,087
Routines	664	1,157
Total	12,375	13,244

Assessments	Amount Collected		Employers		Employees	
	1975-76	1976-77	1975-76	1976-77	1975-76	1976-77
Minimum Wage	\$ 109,793.27	\$ 104,997.80	341	518	944	1,180
Equal Pay for Equal Work	31,248.88	535,966.02	17	39	76	452
Overtime	272,776.46	287,608.44	574	862	1,973	2,826
Termination	587,092.79	495,068.11	856	1,144	1,754	1,744
Vacation Pay	920,810.27	839,681.55	3,660	4,895	12,182	10,563
Public Holidays	154,291.35	232,955.43	473	933	2,200	2,980
Industrial Stds.	1,663.00	1,470.46	7	6	19	11
Fair Wage	23,195.63	14,323.42	9	14	38	50
Pregnancy	1,277.88	68.59	2	3	2	3
Collection of Wages	633,507.35	1,234,666.14	1,864	2,195	2,769	3,803
Total	\$2,735,656.88	\$3,746,805.96	7,803	10,609	21,957	23,612

	1975-76	1976-77
Appeals (Section 50)	157	96
Results		
Order Confirmed	49	20
Employer Upheld	17	6
Order Varied	3	4
Appeal Withdrawn	52	20
Appeal Pending at end of fiscal year	36	46
Total	157	96

Employment Agency Licenses	Initial		Renewal		Total	
	1975-76	1976-77	1975-76	1976-77	1975-76	1976-77
Class						
A	132	148	476	518	608	666
B	2	2	9	9	11	11
C	—	—	—	—	—	—
D	1	2	33	29	34	31
Total	135	152	518	556	653	708

Revenue	1975-76	1976-77
	\$69,750.00	\$71,750.00

NOTE: During 1976-77 one application for licence was refused and one renewal of licence was suspended temporarily.

Employment Adjustment Service	1975-76	1976-77
Termination cases involving 25 or more employees		
Cases	139	189
Employees	20,445	16,061
Committees		
1. MAIA		
Cases	47	62
Employees	6,039	6,020
Financial Commitment	\$41,710	\$71,250
2. Ad Hoc		
Cases	2	*
Employees	6,000	—
3. Technological Change		
Cases	26	30
Employees	2,576	3,834
Court Action	1975-76	1976-77
Cases	21	26
Charges	54	43
Results		
Withdrawn	—	16
Dismissed	—	3
Convictions	—	24
Fines Levied	—	\$12,428.00
Permits	1975-76	1976-77
Overtime Permits		
100 Hour	301	244
Special	383	407
Total	684	651
Handicap Work Permits		
Individual	—	143
Group	—	23
Total	161	166
Homeworker Permits	285	265
Fair Wage Schedule	1975-76	1976-77
Construction		
Number of Contracts	1,024	1,197
Dollar Value	\$273,414,725.00	\$320,981,372.00
Building Cleaning & Security		
Number of Contracts	9	45
Dollar Value	\$620,936.00	\$2,620,109.00

Prof. G.W. Adams **Assistant Deputy Minister**

The Assistant Deputy Minister, of Program Analysis and Implementation is responsible for monitoring the effectiveness of on-going Ministry programs and developing innovative legislation, policies and programs to fulfill the Ministry's mandate.

The Assistant Deputy Minister also provides over-all direction to three branches:

- Information Services Branch
- Legal Services Branch
- Research Branch

The office of the Assistant Deputy Minister has a staff of three.

J.W. Preiner **Director**

The Information Services Branch administers an on-going program of two-way communication between the Ministry and the general public in order to facilitate the achievement of Ministry goals. In fulfilling this mandate, the branch provides the following services:

Consultation

Branch staff advise senior Ministry staff, including the Minister, Deputy Minister and Assistant Deputy Minister on the response and possible reaction to Ministry policies, programs and initiatives.

Planning

It is recognized that a communications component is integral to the achievement of program goals. Branch staff identify communications needs and develop advertising, public relations and promotion programs to assist in the achievement of these goals.

Implementation

Branch staff are responsible for implementing programs designed to inform the Ministry's client groups of its philosophy, policy and programs. They prepare speeches and news releases, pamphlets, brochures and other printed material, exhibits and audio-visual aids. They also manage the Ministry's advertising program and assist in the presentation of seminars.

1976-77 Activities

At the end of 1976-77, the branch had a complement of nine — a director, five public relations officers and three support staff — making it one of the smallest information branches in the Ontario Public Service. Each officer provides consultative, planning and implementation services in the course of managing Ministry communications programs.

Some of the major activities of the branch during 1976-77 were:

Advertising

- The preparation of a corporate newspaper advertising campaign to encourage employer compliance with employment standards, occupational health and safety and human rights legislation. A campaign to promote the Ministry's Affirmative Action program for women has also been conducted in selected business publications.

Audio-Visual

- An audio-visual presentation on the Ministry Research Library
- An audio-visual presentation to acquaint new employees with the Ministry
- The preparation of a script and production arrangements for an industrial relations film on the mediation process

Conferences, Seminars and Exhibits

- Conference planning and co-ordination for the Information Officers' Forum annual conference, the Ministry's STIR program (Students Training in Industrial Relations) seminars and meetings for the various branches of the Ministry
- The arrangement of 13 seminars on Employment Standards programs, in conjunction with Colleges of Applied Arts and Technology, attended by about 1,500 employers
- Development of a portable display unit for the Women's Bureau

Media Relations

- The introduction of a Media Analysis Program to alert senior Ministry personnel to public response to Ministry activities and matters of Ministry concern
- The commencement of a program to visit every major radio station, daily newspaper and television station and provide them with background information on the Ministry
- The preparation of 34 news releases and about 20 speeches for the Minister and senior staff

Publications

- The development of *Design Guidelines*, to achieve consistency among Ministry publications and reduce unnecessary expenditures on design consultation.
- The publication of the following new brochures:

Guide to the Labour Relations Act — a simplified explanation of the Act and its effects on employers and employees

Options — a sourcebook on employment and education for women

Sex Discrimination in Employment — a pamphlet describing how the Ontario Human Rights Code protects women

It hurts, man. It hurts — seven dialogues on police-minority relations

Job Opportunities — a promotion piece for counselling agencies

Speakers Bureau pamphlet — an introductory leaflet explaining the availability of speakers from the various areas of the Ministry

Functions of the Ministry — prepared to assist the media and other interested parties by explaining the role and operations of the various branches of the Ministry

- Translations and printing of:

<i>Human Rights in Ontario</i>	— French & Italian
<i>Human Rights in Public Accommodation</i>	— French & Italian
<i>Human Rights in Employment</i>	— French, Italian,
<i>Pregnancy Leave in Ontario</i>	Greek, Cree, Portuguese & Spanish
- Reprinting of 19 other brochures and pamphlets

Paul Hess, Q.C. Director

Legal Services:

- Drafts legislation as requested and gives advice thereon and presents it to Legislative Counsel
- Gives legal advice to the Ministry on problems arising as to the interpretation and application of Acts and regulations
- Consults with the branches of the Ministry on investigations into alleged breaches of the Acts and regulations and considers the sufficiency of the evidence and conducts prosecutions
- Acts as counsel to the Ministry in inquiries and hearings held by or for the Ministry under the Acts and, upon judicial review of any decision, acts as counsel in the courts
- Answers inquiries made by members of the public as to the application and scope of the Acts and the regulations
- Attends inquests into fatalities occurring at workplaces, where required
- Generally, provides legal services as requested or required

Legal Services has a complement of four law officers, seconded from the Ministry of the Attorney-General, and support staff consisting of one investigator and four secretaries. All personnel are located in Toronto.

The conduct of prosecutions and appearances at inquiries or hearings is carried on throughout the province by the law officers, who are required to be members of the Law Society of Upper Canada. Assistance is given by local Crown Attorneys in Hamilton, Kitchener, London, North Bay, Peterborough, Sudbury, Thunder Bay and Windsor, in the prosecution of violations of the Construction Safety Act and regulations.

1976-77 Activities

During the fiscal year, members of Legal Services were engaged in the following number of prosecutions. In many cases, several charges were laid.

The Industrial Safety Act	— 88
The Construction Safety Act	— 304
The Employment Standards Act	— 34
Total	426

Local Crown Attorneys represented the Ministry in 168 charges under The Construction Safety Act.

Members of Legal Services appeared as counsel for the Ministry in approximately 200 applications for review of orders to pay made under The Employment Standards Act or hearings with respect to the application of the Act.

During the fiscal year, there were 10 occasions upon which the members of Legal Services appeared as counsel on applications for judicial review of the decisions of Ministry tribunals.

M.L. Skolnik Director

The Research Branch carries out analytical work necessary to the development and evaluation of labour policy and legislation; It also supplies information about the Ontario labour force. The branch is concerned with the research and information needs of both the government and the public on matters related to the Ministry's legislation and programs, as well as a broad range of other labour issues. Important topics of concern include occupational health and safety, labour relations and collective bargaining, wages and conditions of work, employment interests of women and minorities, job satisfaction, productivity, employment termination, and labour shortages and surpluses.

The Research Branch is divided into three principal subject area groups, each headed by a chief economist. They are

- Labour relations and collective bargaining
- Work conditions
- Manpower and employment opportunities

In addition, the Research Branch includes the Main Library.

Besides the work of the three subject area groups and the Library, a senior research clerk responds to a large number of information requests from the public. A statistician provides technical support and, with other staff members, represents the province in inter-provincial and international conferences and committees concerned with new developments in labour statistics.

The branch had the following complement during 1976-77: managerial-administrative 5, including director, chief economists, managers, administrators; professionals in economics, sociology, statistics, etc., 16; clerical, 20; stenographic, nine; librarians, three; library technicians, four.

1976-77 Activities / Work Conditions

This group studies wages and related benefits, working time and hours arrangements, job satisfaction and quality of work life, wages and wage structures and occupational health and safety.

The group provides direct support to the Employment Standards Branch, Occupational Health and Safety Division and the Employment Advisory Service.

One of the principal activities during 1976-77 was a review of employment standards legislation, which began during the last half of the fiscal year. The branch carried out a study of the Employment Standards Act, and examined the need for, and feasibility of, legislation concerning aspects of employment conditions and arrangements which are not now covered by the Act. This work involved a review of legislated provisions influencing employment conditions in other Canadian jurisdictions, the United States and Western Europe. It also involved examination of relevant provisions of collective agreements and practices in the unorganized sector. Internal papers were prepared on the minimum wage, maximum hours of work, premium pay, public holidays, vacations with pay and leaves of absence.

During 1976-77 a substantial amount of work was undertaken related to the minimum wage, including monitoring trends in the minimum wage in relation to earnings of other workers, increases in the cost of living, changes in welfare rates and comparisons with provisions in other jurisdictions. Background papers were prepared for circulation and discussion within the Ministry.

In addition to the general minimum wage, work was also undertaken on the student differential and on the special harvest worker rate. To assess the effect of the harvest worker rate, the branch and the Ministry of Agriculture and Food undertook a joint survey regarding a number of crops in selected Ontario counties. The information was also of use to the Ministry of Agriculture and Food in its study of production costs of various crops.

Somewhat less work was undertaken during 1976-77 than in the last two years regarding exemptions from the provisions of The Employment Standards Act. Additional study was undertaken regarding the exemption for apartment superintendents.

The design of the study of working conditions and arrangements of domestic workers was completed. This study carried out by a consultant, was about half-completed by the end of the fiscal year.

In October 1976, the Minister released a discussion paper on equal pay for work of equal value and invited interested parties to comment. This discussion paper was prepared by the Research Branch with input from other Ministry staff. The discussion paper included a comprehensive examination of the issues related to this subject and involved a great deal of original research. Following completion of the discussion paper, the Branch developed a list of research topics which are needed to fill the various gaps in the present state of knowledge regarding equal pay for work of equal value.

The branch also studied barriers to mobility of construction workers between Ontario and Quebec and prepared a background paper. During the past two years, the Ministry has received a number of conflicting statements regarding difficulties faced by Ontario construction workers in obtaining employment in Quebec.

Additional work was done during 1976-77 on quality of work life and innovations in work arrangements. This work involved monitoring new developments in worker participation and other innovative practices in Ontario, support for the Employment Advisory Service and an examination of efforts by government and non-government agencies around the world to improve the quality of work life. The branch carried out a survey of turnover, absenteeism, and manpower utilization problems in Ontario industries to provide general information for the province as a whole and to meet specific information needs related to the Northwestern Ontario Manpower Adjustment Study.

A study which began during 1975-76 on the relationship between job characteristics and employee attitudes and job satisfaction was completed. This study was a pilot project involving selected occupations in a limited number of work settings.

In response to concern about wage and productivity trends, the branch attempted to develop various types of information necessary for comparison of wages, productivity and labour costs between Ontario, Canada and the United States. One of the main contributions here was to identify some of the differences in the way the statistics are compiled in different jurisdictions, which can make comparisons misleading. In addition, the branch has prepared papers for, and had meetings with, Statistics Canada regarding Ontario's needs for information on wages.

In the area of occupational health and safety, the branch carried out extensive background studies for a review of the legislation and initiated development of an information system for monitoring and evaluating the effects of the new legislation. The right to refuse unsafe work received particular attention. Staff of the branch are involved in two committees examining the adequacy of work injury statistics in Ontario. They are attempting to rationalize the statistics compilation activities of various agencies in an effort to produce reliable figures on work injury frequencies by industry. Other related activities included the analysis of sources of information on work injury statistics for public employees, statistical and information support to the operating branches in occupational safety, continued analysis of fatalities occurring on construction projects and monitoring of trends and patterns in work injury rates.

The branch also developed alternative plans for future activities to meet the statistical and information needs of the new Occupational Health and Safety Division.

1976-77 Activities / Manpower and Employment Opportunities

The main concern of this subject area are labour market conditions, trends in unemployment and job vacancies, employment experiences of women and minority groups, lay-offs and manpower adjustment problems. The group provides research and information support to the Ontario Manpower Co-ordinating Committee, the Women's Bureau, the Women Crown Employee Office, the Employment Adjustment Service, the Human Rights Commission and various inter-ministerial committees.

During 1976-77, substantial effort went into developing unemployment and job vacancy data for use in ongoing monitoring of labour market conditions. The branch obtains computer tapes from the Statistics Canada *Job Vacancy Survey* quarterly, which are processed to provide a more detailed breakdown of the regional and occupational compositions of job vacancies in Ontario than is available elsewhere. Seasonally adjusted series on vacancies and vacancy rates are also produced. Quarterly reports on job vacancies were produced by the branch.

For generating information on unemployment, the branch relies on both the Statistics Canada *Labour Force Survey* and claimant data from the Unemployment Insurance Commission. A program has been developed in the branch which produces more detailed estimates of unemployment from these two sources than is available from the *Labour Force Survey*. In 1976-77, a historical report covering the period from the first quarter 1974 through third quarter 1975 and a report on the fourth quarter 1975 were produced. Because of the revisions in the *Labour Force Survey*, extensive work was carried out in re-estimating the model used to convert claimant data into estimates of unemployed.

Another major aspect of the branch's work in the manpower area has been the monitoring of layoffs. The branch produced monthly reports on layoff cases handled by the Ministry's Employment Adjustment Service, quarterly reports on layoffs in the automobile industry and semi-annual reports on known layoffs involving 25 or more employees.

In the area of employment opportunity, the branch prepared quarterly reports on women in the Ontario Public Service for the Women Crown Employees Office for use by the Women's Advisors in all Ministries. The occupational and salary data for the annual report of the Executive Co-ordinator of Women's Programs was also compiled and analyzed by the branch. Other activities included continuing work on a survey of women in management and presentations of the Affirmative Action Council.

As a research support service to the Ontario Human Rights Commission, the Research Branch designed and supervised a survey of 1,000 Ontario households on awareness of Human Rights legislation in Ontario.

A number of *ad hoc* information requests from senior officials and program managers in the Ministry of Labour, the Ontario Manpower Co-ordinating Committee, other Ministries and various interministerial and federal-provincial committees were met by the branch. Some of these requests related to employment/unemployment conditions in Ontario, career guidance, the effect of manpower programs, manpower implications of regional development strategies and manpower requirements of selected industries.

Senior staff in the manpower area in the branch concentrated on planning and supervising seven projects which make up the Northwestern Ontario Manpower Adjustment Study. The purpose of the study is to examine the nature of imbalances between labour supply and labour demand in Northwestern Ontario and the role which such factors as migration and turnover play in preventing a more satisfactory matching between people and jobs. This study is being carried out under a Federal-Provincial Agreement; most of the funds are provided by the Canada Department of Regional Economic Expansion and the Ontario Ministry of Treasury, Economics, and Intergovernmental Affairs.

Finally, this subject area group was also responsible for compiling and analyzing information needed for establishing wage rates under the Fair Wage and Industrial Standards Programs. During 1976-77, there was a major effort to revise construction industry schedules under The Industrial Standards Act and the Fair Wage regulations. Revision of these schedules requires detailed data on wage rates, hours and overtime pay provisions by trade, type of construction and location. To obtain the required data, the branch carried out a survey of approximately 13,000 employers in the construction industry. The survey was carried out in co-operation with the Employment Standards Branch; most of the interviewing was done by 41 summer students hired by the Youth Secretariat under the Experience '76 Program. As on other branch surveys, the programming and systems work was done by the Systems and A.D.P. Branch.

1976-77 Activities / Labour Relations and Collective Bargaining

The concerns of this subject area include the labour relations process, dispute settlement and, recently, the anti-inflation program. Substantial research and information support is provided to the Ontario Labour Relations Board, the Conciliation and Mediation Services Branch and various agencies concerned with labour relations in particular employment sectors. The branch maintains many on-going information and monitoring activities and produces a number of periodic reports as well as making available information in response to specific requests.

One of the principal periodic reports in this area is the *Monthly Settlements Report*. Since 1971, the Ministry has issued, jointly with Labour Canada, a monthly listing of general wage changes and changes in supplementary benefits in collective bargaining situations covering 200 or more Ontario workers. The situations are identified by company and union name. During 1976, the terms of settlements were reported for 575 bargaining situations, covering a total of more than 625,000 employees, the largest number since the series began. Quarterly statistical reports have been published showing cents-per-hour and percentage increases in base wage rates in agreements covering 20 or more employees. These statistics are compiled from the summaries of settlements presented in the monthly settlements reports. Until the second quarter of 1976, the data related to average annual increases only—the total increase negotiated for the full term of the agreement reduced to an annual average. Additional data have since been provided to show how the total increases are distributed in each 12-month period of the agreement. This has been made possible by the completion of a new computerized data processing system.

Another major information activity is the *Bargaining Information Series*. Established in 1975, the series is designed to provide short reports on the most commonly negotiated provisions in Ontario collective agreements. During 1976-77, nine reports were published covering such topics as overtime compensation, cost of living escalator clauses, reporting and call-back pay guarantees, premium pay for shift work and for regularly scheduled work on Saturday and Sunday, paid sick leave and sickness and accident insurance plans, paid vacations and paid holidays, paid leaves of absence and severance pay. The data for these reports are extracted from a computerized system in which information on approximately 200 provisions is coded for contracts covering 200 or more workers in all industries except construction.

In addition to using collective agreements for this analysis, the branch also undertakes more detailed study of specific provisions, provides information from agreements upon request and allows the public access to the agreements. The agreements are maintained in the Collective Agreements Library, which attempts to acquire all agreements negotiated in Ontario. At the end of 1976, there were 6,960 agreements on file, including 274 pattern-setting construction industry contracts, covering a total of 1,226,200 Ontario workers. This compares with 6,780 agreements covering 1,205,100 workers (revised) at the end of 1975. A total of 2,532 visits were made to the Agreements Library by Ministry personnel and persons outside the Ministry, involving the use of agreements on 10,272 occasions. In addition, the staff of the Library serviced 3,019 telephone inquiries, which involved a search or photocopying of 3,529 agreements. The principal users were unions, employers, the Ontario Labour Relations Board, Conciliation and Mediation Officers and the Research Branch.

In addition to these activities, the branch also processed and made available the statistics on operations to the Conciliation and Mediation Services Branch and to the Ontario Labour Relations Board and continued its annual calendar of agreement expirations and its annual report on hours, wages, and related payments in the Ontario construction industry. The branch also carried out analytical research on a number of labour relations topics, such as effects of some of the recent amendments to The Labour Relations Act, recent developments and experiences in labour-management relations in other jurisdictions, implications of alternative bargaining structures and the effects of the anti-inflation program.

1976-77 / Research Library

The Research Library contains over 50,000 books, periodicals, research studies and news releases. During 1976-77, the Library acquired more than 4,000 monographs and processed over 18,000 serial publications. The automation of the entire serials collection was completed. Approximately 1,200 items were circulated monthly in the Ministry and to about 150 to users outside the Ministry. During the year, over 3,000 enquiries for information were received from Ministerial staff and the public. The reference services have been expanded through the use of a computer terminal which gives the Library direct access to a number of different data bases. A slide tape presentation outlining the library's resources and services was prepared.

The Library selection list resulted in 7,800 direct requests for articles and 1,200 for books. The inter-library loan service provided by the Library processed over 1,200 requests. The Library prepared several special bibliographies on such topics as job satisfaction and labour-management co-operation.

A professional librarian is working on the retrospective indexing of the decisions of the Ontario Labour Relations Board from 1944 to 1974. The library technician in the Ontario Labour Relations Board is indexing the current decisions.

D.F. Jones Executive Director

The Labour Safety Council is responsible for advising the Minister of Labour on all matters pertaining to the safety and health of workers in Ontario, including education, research, legislation, and the interaction between programs.

The Council, founded in 1960, is made up of 14 non-governmental representatives, seven from management and seven from labour. It is chaired by T.E. Armstrong, Q.C., Deputy Minister of Labour.

The Council's permanent administration staff consists of an Executive Director, a research co-ordinator, and executive officer, a safety information officer and two support staff.

1976-77 Activities / Inquiries

During the fiscal year, the Council and staff conducted inquiries and/or commented on:

- Revising and updating the Council's terms of reference and membership
- Possible extension of occupational safety legislation to areas of employment now exempt (including farming, hospitals, window washing and fire services)
- Interaction between occupational safety and health
- Provisions for The Employees' Health and Safety Act
- Special health and safety problems within the fire services
- Potential health and safety problems of high voltage, electrical transmission
- Dichotomy of requirements for head protection on construction when riding motorized snow vehicles

1976-77 Activities / Information Services

The Council's Safety Information Service continued development of its resources by increasing the range and updating the content of its library holdings. Collaboration with other resource agencies, both in Canada and abroad, was further strengthened.

The monthly listing of *Safety and Technical Selections*, produced jointly by the Safety Information Service and the Ministry of Labour Library, is now widely distributed.

1976-77 Activities / Research

In addition to providing background information to the Council and its members, the following formal research activities were conducted:

- Human factors research was continued by Dr. J. Brown of the University of Toronto and Dr. A. Raouf of the University of Windsor. (These are now complete and ready for Council discussion.)
- A pilot study of existing resources and needs for personnel in safety and health in industry has been commissioned and field work associated with this study is expected to be completed in April.

The Council's staff attended numerous conferences related to safety, health and human factors in order to maintain their awareness of current events in the field.

A committee of the Council visited Saskatchewan to gain first-hand experience of their results in mandatory safety committees and right to refuse unsafe work. Additional invaluable assistance on these and related topics was provided by the Labour Attaches of Germany, Italy and Sweden.

Thomas H.B. Symons
Chairman

George A. Brown
Executive Director

The Ontario Human Rights Commission administers The Ontario Human Rights Code. The Code, which came into effect in 1962, consolidates all human rights anti-discrimination legislation passed by the Ontario Legislature since 1944. It was amended in 1965, 1967, 1969, 1972, 1974. The Code puts forward the principle that every person is free and equal in dignity and rights without regard to race, creed, colour, sex, marital status, nationality, ancestry, place of origin or age (40 to 65). The Code drew its philosophical inspiration from the United Nations Universal Declaration of Human Rights.

Discrimination on these grounds is prohibited in specified areas of social and economic activity: employment, housing, public accommodation (access to facilities and services available to the public) and related advertising.

Section 9 of the Code gives the Commission a mandate to investigate complaints in contravention of the Code, enforce compliance, to develop and conduct educational and research programs to eliminate discriminatory practices and to promote understanding and acceptance of and compliance with the legislation. The Commission carries out its responsibilities and obligations through a four-point program:

- Conciliation and enforcement
- Public education
- Community, race and ethnic relations
- Research

The Commission is composed of a Chairman and seven members appointed by the Lieutenant-Governor in Council.

In 1975, the Commission became completely public. All Commissioners are now private citizens, marking a complete transformation from the period when the Commission was composed of civil servants. The permanent administrative staff is headed by an Executive Director. There are 35 administrators and professionals and 14 clerical staff, for a total of 49. Besides the Toronto office, there are ten district offices — in London, Hamilton, Kitchener, Windsor, Ottawa, Peterborough, Sudbury, Sault Ste. Marie, Thunder Bay and Kenora.

1976-77 Activities/Commissioners' Activities

During 1976-77, the activities of the Chairman and members of the Ontario Human Rights Commission reached an unprecedented level. In order to deal effectively with its rapidly expanding caseload and the increasingly sensitive nature of its work, the Commission met more frequently than ever before.

The resignation of Commissioner Jean-Marie Bordeleau because of his appointment to the bench in Ottawa, was followed by the Cabinet's appointment of Brian Denis Giroux, a bilingual resident of Kapuskasing, effective April 5, 1977. Mr. Giroux is the Director of Education for the Kapuskasing Board of Education. He is a member of the Board of Governors of the Ontario Council for Leadership in Educational Administration.

Code Review

The Chairman and members of the Commission were actively involved in every aspect of the planning and progress of the Review of The Ontario Human Rights Code. They attended the public hearings held throughout the province, appeared on radio and television, were interviewed by the press, were involved in consultations with interested individuals and groups, researched much of the background material in the preliminary drafts of the report on the Code review and examined and commented upon its final draft and recommendations. This report will appear shortly.

Provincial Relations

In addition to these major initiatives, the Chairman consulted on a regular basis with the Minister and key personnel of the Ministry of Labour to keep them informed on new Commission initiatives and developments in the province's human rights scene.

The Chairman and members of the Commission also met during the course of the year with the Premier of Ontario, the Leader of the Opposition and the Leader of the Ontario Liberal Party to brief them on the Commission's work and on some of the major human rights issues which have recently emerged.

Beyond these vital and instructive exchanges, the Commission held constructive meetings with a number of cabinet ministers including the Attorney-General and the Minister of Education.

Following the meeting with the Attorney-General to discuss the increasing number of incidents of racial violence and the sensitivity of law enforcement agencies to human rights issues and concerns, the Commission established a Committee for Liaison with Law Enforcement Agencies chaired by Bromley Armstrong, a Commission member. The Attorney-General appointed a senior official of his Ministry to act as the committee's liaison person.

A second key committee was established as a result of the Commission's meeting with the Minister of Education. Members of the staff of the Commission and representatives of the Ministry of Education are working to foster an awareness and understanding of human rights concerns in the province's educational system.

The Chairman met on a number of occasions with the Attorney-General and the Minister of Education and other cabinet members and with officials of their ministries. The establishment of continuing liaison between the Commission and other agencies of the government was one of the purposes of these meetings. They also served to make the work of the Commission better known throughout the government.

National and International Relations

The Chairman also continued to participate in discussions with various officials in the federal government, focusing on human rights and education. Members of the Commission attended the annual Canadian Association of Statutory Human Rights Agencies conference held in Saskatchewan and discussed issues of common concern with the members of various other provincial Human Rights Commissions.

The Chairman has strengthened the links which the Commission has already forged with human rights agencies and organizations located in Great Britain, the United States, Europe, the Far East and New Zealand. This effort has been a continuation of the policy of setting the work of the Ontario Human Rights Commission in the context of the world-wide human rights movement and to share experiences with individuals engaged in these activities in other countries.

Both the Chairman and members of the Commission took part in many conferences, seminars and meetings on human rights involving a wide variety of groups and associations.

1976-77 Activities / Conciliation and Enforcement

All complaints of discrimination in violation of the statute are handled by confidential investigation and conciliation. While the Commission's practice of taking complaints which violate the spirit or the philosophy of the Code continues, a large number of these cases (called "B" and "C" cases) are now dealt with within the framework of the community, race and ethnic relations functions, due to program specialization adopted by the Commission in 1974. However, many "C" cases hitherto handled by the Commission are now referred to the office of the Ombudsman and appropriate voluntary agencies.

The investigation and conciliation of complaints has become more intricate and of longer duration, as respondents show themselves less inclined to a prompt acceptance of the resolution mechanism provided under the legislation. On the other hand, complainants themselves have adopted a less accommodating posture where they feel that discrimination deserves more punitive remedies.

Of the complaints which are not fully covered by the Code, those where underlying community frictions are discernable are handled as community relations activities. Complaints against Ontario government agencies are now referred to the office of the Ombudsman. The creation of this office has ended the Commission's role as the agent of last resort for complaints involving Ontario government agencies, but it has not changed the status of the Commission as the only agency charged with the eradication of discrimination.

Many inquiries requiring carefully arranged referrals to agencies other than the Ombudsman are received daily. During the fiscal year, inquiries and referrals totalled 16,908, a two per cent increase over the previous year.

Human rights officers investigate complaints and bring about a resolution in compliance with the statute. The total number of complaints registered in the fiscal year was 1,022. The total of "A" cases falling fully under the Code and permitting the full use of sanctions was 892. The total number of completed cases was 1121, reflecting an increase of 17 per cent over the previous year.

The number of individual complaints was actually greater due to the Commission's use of section 13 of the Code, which allows for group complaints or "class actions" which are counted as one complaint. For example, two group complaints, one initiated by the Commission and the other filed by a union, actually involved 245 individuals. In another category of complaints, 28 complaints were accepted which actually involved 88 individuals.

By the end of the year the total number of complaints handled since the Commission's inception was 9,775.

In the year covered, employment accounted for 81 per cent of complaints, followed by approximately equal percentages for housing and access to public facilities and services.

When a complaint cannot be resolved either because of the intransigence of the parties or the subtle complexities of the issues, the Commission may recommend to the Minister that the sanctions provided by the Code be invoked, the establishment of a public board of inquiry and pursuant procedures. During the fiscal year, five boards of inquiry were appointed.

The most notable boards¹ of inquiry dealt with complaints of age discrimination by two fire fighters in Mississauga and North Bay. The issue in both cases was whether collective agreements with a pensionable, mandatory retirement age of 60 conflict with the Code's protection against age discrimination until 65. One report found that discrimination had taken place. Noting that "discrimination against the elderly does not generally evoke (much) emotion", the board of inquiry chairman ruled that each case should be determined on an individual analysis and that parties may not contract out of the Code's provisions. The other report found that no discrimination had taken place. The Commission appealed the latter decision to the Supreme Court of Ontario as provided for in the legislation; the appeal has not yet been heard.

1976-77 Activities / Affirmative Action

A growing part of the conciliation and enforcement function is affirmative action. When there are broad, endemic, discriminatory imbalances in employment situations, employers are encouraged and guided in initiating voluntary employment programs in accordance with section 6(a) of the Code.

The Commission encourages employers to discover any systemic discrimination left over from an earlier time and correct it by deliberately increasing the pool of people from whom job applicants may come and by providing upgrading and training for members of local, historically disadvantaged minority groups and women, members of which may then become job applicants. Following are only two examples.

Toronto Fire Fighters

After it was made public that there were only two visible minority members among Toronto's fire fighters, the Commission's Executive Director offered his services to the Mayor of Toronto to achieve a more accurate reflection of the city's ethnic composition among its fire fighters. In the course of a number of meetings, it was learned that these positions were not advertised but lists of applicants were kept over a period of years. Considerable "traditional practices" characterized the process.

Following these meetings, the City instituted an annual, publicized, recruitment campaign, discontinued use of the list and encouraged applications from the broadest cross-section of the population. To do this, the City widened the scope of an existing affirmative action program, originally limited to providing equality of opportunity for women. The City submitted to the Commission the text of the advertisement and a copy of the questions for a new written examination for candidates, to ensure that there were no artificial barriers to employment of minority and female applicants.

Toronto Ambulance Attendants

The second example of affirmative action began with the concern expressed to the Commission by both the Women's Bureau and the Ontario Status of Women Council that the height and weight requirements for jobs imposed by the Metropolitan Toronto Department of Ambulance Services had an automatic discriminatory effect on women and some ethnic groups. The Commission's investigation found that the ambulance department employed no women as driver-attendants in a staff of more than 400. It also discovered that a good proportion of the ambulance services in Ontario do not have height and weight requirements and some employ women.

The department dropped the requirements once it was demonstrated that there is no evidence that a specific height and weight is a valid measure of any individual's physical capabilities. The Commission agreed that a standard of physical strength and fitness is a requirement for the job. The Department will devise a more accurate method of evaluating an applicant's physical capabilities and will consider an on-going fitness program for its employees.

The Commission's executive director noted publicly that the resolution of this project "illustrates our continuing commitment to finding broader solutions for the elimination of structural barriers to equality of opportunity."

1976-77 Activities / Public Education

Public education programs are developed to eradicate entrenched attitudes of prejudice concerning races, nationalities, religions, sex and workers over 40 because prejudice is often the motivating force behind acts of discrimination. Racial, ethnic, sex and age stereotypes and the phenomenon of negative stereotyping are analyzed through seminars, workshops, conferences, speeches, broadcasts, exhibits, advertising and distribution of publications and periodicals.

Community bodies involved are organizations of women, professions, management and labour groups, service clubs, churches, schools and ethnic associations — the main organizational expressions of the population.

During the fiscal year, the Commission distributed 85,178 pieces of literature in three languages, in addition to the regular mailings of the Commission periodicals. There were 2,395 requests for literature. Public education activities totalled 906, including 233 speeches, seminars and conferences, 41 broadcasts and media interviews and six planned meetings. There were two displays and one mass mailing.

A new illustrated brochure on police — minority relations was published as the first of a projected series of special-purpose publications. Titled *It hurts, man. It hurts*, the brochure is directed to police and is designed to assist them in gaining greater understanding of and sensitivity to issues in police-minority relations. The brochure has been successfully used as part of an in-service training program involving the Windsor Police Department. The Commission's southwestern regional staff and community relations officers jointly ran the program which incorporated 12 three-hour sessions involving every police officer on the force. The Commission will also be using the brochure as a teaching aid in its pilot program for training recruits at the Ontario Police College.

A permanent liaison committee with the Ministry of Education was formed with the direct encouragement of the Minister of Education. Its objectives are to build human rights concepts into the school curriculum and into teaching methods. These are viewed as both a community need and a classroom need. Since the teacher's conduct in the classroom is crucial, more sensitivity must be built into the teacher training program and ways must be found to influence teachers already in the schools. The Commission's liaison person on this committee is the community education specialist and on the Ministry's side, a specialist in multiculturalism.

Aside from the linkage with the Ministry of Education, the Commission has had increasing staff involvement with school boards, schools and individual classrooms, in Metropolitan Toronto, Hamilton and Peel County. Increasingly, schools' requests have been for assistance in specific race relations problems. The expertise which the Commission has built up will now be fed back to the Ministry of Education, through the joint committee.

Intensive educational work was done through workshops with the Ontario Housing Corporation's community relations workers, through lectures to the Toronto Police College and to Canada Manpower Centres throughout Ontario.

Broadcast and printed communications in French and other languages brought a knowledge of the Code and the Commission's services to large segments of the population. Conferences attended by Commissioners and/or staff included federal-provincial working sessions on human rights, the annual meeting of the Canadian Association of Statutory Human Rights Agencies (CASHRA), the International Association of Official Human Rights Agencies, the (American) National Association of Human Rights Workers.

1976-77 Activities / Community, Race and Ethnic Relations

The Commission's community, race and ethnic relations program has a two-fold objective: First, resolving incidents of racial and ethnic friction predominantly in neighbourhoods, schools, industry and institutions, which arise from the relatively complex nature of inter-group relations within the province. Second, diagnosing the causes of the community tensions which led to the development of these incidents and devising strategies and promoting the implementation of programs to prevent their occurrence.

The Commission works with law enforcement agencies, educational authorities and community, religious, labour, industry and welfare organizations in their relationships with minority groups and women for the purpose of developing programs designed to resolve or prevent inter-group tensions.

The 1,710 community relations activities in the fiscal year included 222 mediation projects, 112 community meetings and 775 consultations. Involved in these were many ethnic or racial organizations and umbrella groups such as the Urban Alliance for Race Relations. The Commission encouraged these groups in their pursuit of their community goals to counteract hate propaganda and increasing violent incidents of a racial character and to ensure vigorous enforcement of all relevant existing laws. The Commission acted in a similar role in advancing the community goals of native Indian groups in the London area and in Northern Ontario.

A major on-going project arises from relations between Toronto police and immigrant communities. Work is done through the police in-service training program which provides channels for Commission officers to help sensitize the police to the problems of immigrants from different cultural backgrounds.

The community, race and ethnic relations section of the Commission's staff offered notable support to Commissioner Bromley Armstrong, particularly in the Commission's consultations with the TTC after the series of racist assaults in the Toronto subway. One result of this collaboration was a declaration in the TTC's newsletter, *Headlight* that it intends to display the Commission's poster card, *Declaration of Management Policy*, in all subway stations and TTC buildings.

Already operating is an advertising campaign throughout the TTC subway system, promoting harmonious race and ethnic relations. The campaign is co-sponsored by the TTC and the Ontario Human Rights Commission.

The first of two posters shows a TTC subway token, with the headline: "Go In Peace". The posters were created and produced by the Ministry of Labour; the space was donated by the TTC.

The TTC and its staff will review its staff training program in the area of sensitivity to race and ethnic relations.

The community relations section was also instrumental in establishing two significant community human rights committees, the Peel Inter-Community Relations Association and the McMaster University Human Rights Committee.

McMaster University Human Rights Committee

The McMaster group evolved from a series of unfortunate racial assaults and incidents of harassment on and near the campus, directed toward the university's foreign student population.

Tension was generated as the foreign students perceived that no action was being taken to protect them from continued harassment. The community relations officer for southwestern Ontario spearheaded the formation of the committee as a strategy to reduce the tension. The committee, composed of representatives of the administration, faculty, students and the community is, with the Commission's assistance, now developing programs aimed at the residual campus tension.

Peel Inter-Community Relations Association

The Peel Inter-Community Relations Association developed from a shared concern among police, the Board of Education, politicians, religious leaders and minority groups that preventative programs should be implemented to avoid the development of racial and ethnic friction in Peel. They approached the Commission for guidance in forming the association and designing it for maximum effectiveness.

1976-77 Activities / Research

Research projects are designed to provide new information on local situations or province-wide problems and changing social attitudes, as background for Commission action in its policy formulations and program delivery activities.

The review of the Code was perhaps the most significant research project ever undertaken by the Commission.

Another research project, commissioned from McMaster University, concerns the employment problems of Indians in Northern Ontario.

Totals for Commission Functions

	1975/76	1976/77	Percentage Change***
Conciliation A*	988	892	-10%
B**	127	64	-50%
C**	70	66	-6%
Inquiries & Referrals	16,576	16,908	+2%
Race & Ethnic Relations	576	1,710	+197%
Public Education	717	906	+27%

* Cases falling directly within Human Rights Code with full, legal remedy available.

** Cases falling within spirit of Code with conciliation and use of good offices as only tools.

***As explained in the text, the actual number of individual complainants was greater, because of group complaints, class actions and small groups of complainants representing larger numbers of colleagues.

John Kinley Executive Co-ordinator

The secretariat was established to serve the administrative, liaison, information and research needs of the Ontario Manpower Co-ordinating Committee. The secretariat has a small staff located in the Ministry of Labour. Its work focuses on the principal responsibilities of the Committee, which are to co-ordinate

- Federal-provincial and interprovincial government relationships in the manpower area
- Manpower activities of the various Ministries of the Ontario government
- Developmental employment-related projects in the private sector

The secretariat had five complement positions during 1976-77 — a program executive, an executive officer, two economists and a clerk-stenographer.

1976-77 Activities / Policy Development

The secretariat has undertaken to describe Ontario manpower policy. This was originally attempted through developing formal policy statements that would be useful:

- As broad terms of reference for guiding policy and program development
- To Ontario representatives in interprovincial and federal-provincial manpower discussions as a base from which to state the province's interests
- As a recognized base for the Committee's and other discussions of manpower questions.

Policies have been clarified to some extent in the areas of manpower training, placement, job creation, employment policy, mobility and counselling. However, the work is still incomplete.

1976-77 Activities / Program Analysis

The secretariat prepared briefing papers and material to be presented to meetings of the Ontario Manpower Co-ordinating Committee and federal-provincial meetings of manpower Ministers.

1976-77 Activities / Information

An interministerial committee has been established and is making progress in identifying and assembling useful information and in improving the use of data on the labour market in provincial manpower activities.

1976-77 Activities / Intergovernmental Representation

A high proportion of the secretariat's time was spent organizing and preparing positions for and participating in two meetings of provincial manpower Ministers, two meetings of federal and provincial Ministers and four meetings of provincial manpower officials. These meetings concentrated on establishing common understandings on manpower questions by the provinces and by the federal and provincial government.

Lower-level representational activities are carried on mainly through the Federal-Provincial Manpower Needs Committee (F.P.M.N.C.), *ad hoc* meetings of manpower officials and direct program-to-program contact. The sub-committees of the F.P.M.N.C. are functioning reasonably well and should be continued. The F.P.M.N.C. was activated to meet non-recurring consultation requirements and monitor the sub-committees' activities.

1976-77 Activities / Staff Liaison

A major element of co-ordination is undertaken through staff participation in various manpower committees and other agencies. For example, the staff advised, briefed and provided information to the Industrial Training Council. There is also a staff involvement with the youth sub-committee of the F.P.M.N.C., the North-western Ontario Manpower Committee, LEAP Advisory Board and Bridging the Gap Committee.

1976-77 Activities / Experimental Activities

The major experimental activity is the Community Employment Strategy. Strategies have been established in four different communities or areas including Hamilton-Wentworth Region, Fort Frances/Rainy River, Big Trout Lake Indian Reserve and the labour market area centred on the communities of Geraldton, Longlac and Nakina. Local CES committees have been established in each of these areas and programs are being developed. CES takes up a quarter to a third of secretariat staff time.

D.D. Carter Chairman

The Ontario Labour Relations Board is an administrative tribunal responsible for the administration of The Labour Relations Act. The Board certifies trade unions as collective bargaining agents for employees, investigates and hears complaints of contraventions of the Act and grants remedial orders where the Act has been contravened, issues directions and declarations where unlawful strikes and lockouts have occurred, settles jurisdictional disputes arising out of the assignment of work, accredits employers' organizations in the construction industry, arbitrates disputes relating to the interpretation of construction industry collective agreements, terminates bargaining rights and grants leave to prosecute.

In addition to its jurisdiction under The Labour Relations Act, the Board performs adjudicative responsibilities conferred upon it by other provincial statutes. The Board has a jurisdiction under The Hospital Labour Disputes Arbitration Act to issue directions and declarations in the case of unlawful strikes and lockouts, to issue other remedial orders and to grant leave to prosecute. Under The Colleges Collective Bargaining Act, the Board exercises a wide supervisory and remedial jurisdiction and, under The School Boards and Teachers Collective Negotiations Act, a more limited remedial jurisdiction. In addition, the Board now has jurisdiction, conferred by The Employees' Health and Safety Act, 1976, to investigate and hear complaints that employees have been disciplined, penalized, or coerced because they have acted in compliance with that Act.

Vice-Chairmen of the Board are also made available to perform public adjudicative assignments where the need arises. During 1976-77, the Board's Vice-Chairmen have acted as referees under The Employment Standards Act, as arbitrators under The Hospital Labour Disputes Arbitration Act, as arbitrators and mediators under The Police Act and as fact-finders and arbitrators under The School Boards and Teachers Collective Negotiations Act.

The Board is composed of a Chairman, nine Vice-Chairmen (one, the Alternate Chairman), nine employer representatives and nine employee representatives, all appointed by the Lieutenant-Governor in Council. Under the Act, the Board may sit in two or more divisions, provided a quorum is present in each division. One division has been designated as the construction industry division, handling most certification and termination applications in the construction industry and most disputes relating to work jurisdiction. The powers of the Board in respect of certain matters may also be exercised by the Chairman, the Alternate Chairman or a Vice-Chairman sitting alone.

It is common for four and, with increasing frequency, five divisions to be sitting simultaneously, sometimes in different parts of the province. While most cases are heard in Toronto, complaints involving discrimination in employment or cases involving a substantial number of witnesses are generally heard at or near the municipality in which the employer is located. In addition, investigations by field officers into complaints

of discrimination in employment, inquiries by examiners as directed by the Board and representation votes conducted by returning officers are normally held at or near the premises of the employer.

A Director now supervises the administrative operations of the Board, assuming responsibility for the day-to-day performance of the Board's 62 support staff. Included in these responsibilities is the efficient employment of the Board's field staff of 18 labour relations and returning officers.

The primary function of the field staff is to promote and encourage settlement, without a formal hearing, of matters brought before the Board. This accommodative approach has been particularly successful in dealing with grievances arising out of construction industry collective agreements concerning such matters as discharge and alleged failure of the employer to make deductions for union dues or health and vacation plans. The Board was given jurisdiction over such matters in 1975; since then, over 85 per cent of these referrals have been disposed of without a formal hearing.

More than 75 per cent of all complaints alleging a violation of the Act (including alleged discharges motivated by union activity, employer interference in trade union activity and failure to bargain in good faith), were disposed of without a hearing. While such results take many forms, they can usually be credited to the function of the labour relations officer.

Members of the field staff are also appointed as examiners to conduct formal hearings and gather evidence for the Board regarding bargaining unit disputes. In addition, they conduct representation votes and are available to conduct union election, strike and ratification votes when requested to do so.

The Board is assisted by a registrar who is responsible for the scheduling of cases and by a solicitor who heads a legal research staff.

1976-77 Activities / Board Reports and Information

The Board publishes a monthly report in two severable sections, which is available free to the public. The first section contains the full text of significant Board decisions along with an index of summaries on the subject matter of these decisions. The second section lists the cases disposed of by the Board, describes the bargaining units found in certification cases and provides quarterly statistics of the Board's operations.

The 12 issues of the report published in fiscal year 1976-77 contained a total of 1,158 pages, of which 909 included the text of 166 Board decisions. These reports can form an annual law report for those who argue cases before the Board.

During 1976-77, 16,656 copies of the report were distributed to persons and organizations in Ontario. Another 576 were mailed to the other provinces, the United States and other countries.

During 1976-77, the Board published *A Guide to The Ontario Labour Relations Act*. This layman's guide sets out in a straightforward manner the basic principles underlying the Act.

1976-77 Activities / Caseload

During the fiscal year, the Board received a total of 2,205 cases and disposed of 1,952. At the end of the year, 326 cases were pending at various stages of processing. Proceedings in the remaining 422 cases were adjourned *sine die* (without a fixed date for further action), at the request of the parties. The Board held a total of 1,577 hearings in all cases, of which 27 were conducted by vice-chairmen sitting alone.

Following are discussions of the types of cases the Board dealt with during the year, accompanied by statistical tables. Table 1 shows the number of cases received, disposed of, adjourned *sine die* and pending, by type. Statistics comparing case filings and dispositions in the last five years are presented in Table 2; statistics on the results of elections conducted in representation cases disposed of, and on the size of bargaining units and processing time taken in certified cases are given in Tables 3, 4 and 5.

Certification of Bargaining Agents

During the year, the Board received 1,029 applications for certification of trade unions as collective bargaining agents of employees. An additional 171 were carried over from the previous year, making a total certification caseload of 1,200. Of these, 1,014 were disposed of and the remaining 186 were either adjourned *sine die*, or were pending at March 31, 1977. Of the 1,014 that were disposed of, certification was granted in 679 (67 per cent), 186 were dismissed and 149 were withdrawn.

Of the 865 cases that were certified or dismissed, final decisions in 160 were based on the results of representation elections (Table 3). Of the 159 elections conducted, unions won 77 and lost 82. A total of 9,016 employees were eligible to vote in these elections, of whom 7,840 (87 per cent) participated. In the 77 elections that were won and resulted in certifications, 3,514 (74 per cent) of the 4,686 employees who cast ballots voted in favour of union representation. However, in the 82 elections that were lost and resulted in dismissals, only 969 (31 per cent) of the employees who participated voted in favour of unions.

Small bargaining units continued to predominate in certified cases (Table 4). The average size of the units granted in the 679 cases certified during 1976-77 was 29 employees, five fewer than in 1975-76. About 83 per cent of these cases involved units of fewer than 40 employees and 50 per cent applied to units of fewer than 10 employees. The total number of employees affected by the 679 certified applications was 19,847, compared with 26,031 covered by the 765 certifications in 1975-76.

Table 5 shows the time taken by the Board to process the 679 certified applications. About 91 per cent of these cases took 84 days (three months) or less to process from filing to disposition; 86 per cent took 56 days (two months) or less; 65 per cent took 28 days (one month) or less and 49 per cent required 21 days (three weeks) or less. Twenty-nine cases (four per cent) took longer than 168 days (six months).

Termination of Bargaining Rights

The Board received 84 applications seeking termination of the bargaining rights of trade unions during the year; eight cases were carried over from last year. Of the 92, termination was granted in 45 cases; 20 were dismissed and eight were withdrawn. The remaining 19 were pending at the close of the year.

Declaration of Successor Trade Union or Successor Employer

During the year, the Board dealt with 51 applications for declaration concerning the status of successor trade unions. Affirmative declarations were issued in 34 cases; three were dismissed; the remaining 14 were pending at the end of the year.

Twenty-nine applications for declaration concerning the status of successor employers were also processed during the year. Affirmative declarations were issued in six cases; two cases were dismissed; six were withdrawn and 15 were either adjourned *sine die* or were pending at the close of the year.

Declaration of Single Employer Status

Twelve applications were processed under section 1(4) of the Act, seeking declarations that two or more employers constituted a single company. Four of the cases were dismissed, two were withdrawn. Of the remaining cases, six were adjourned *sine die* and two were pending at the end of the year.

Accreditation of Employer Organizations

Two applications were received during the year for accreditation of employer organizations in the construction industry; seven were carried over from the previous year. Of the nine cases, one case was dismissed and two were withdrawn. Six were pending at year-end, of which two were adjourned *sine die*.

Declaration of Unlawful Strike or Lockout

During 1976-77, the Board received 11 applications seeking declarations that employees had allegedly engaged in unlawful strikes. An additional 22 cases were carried over from the previous year. Three cases were disposed of: one was granted and two were withdrawn. The remaining 30 were adjourned *sine die*.

The Board also dealt with seven applications requesting declarations against alleged unlawful lockouts. Of the five cases disposed of, one was granted; two were dismissed and two were withdrawn. Two cases were adjourned *sine die*.

Direction Respecting Unlawful Strike or Lockout

Forty-four applications seeking directions against alleged unlawful strikes occurring outside the construction industry, were received during 1976-77. Forty-two of these cases were filed under section 82 of The Ontario Labour Relations Act and two were filed under section 62 of The Colleges Collective Bargaining Act. Three cases were carried over from the previous year. Of the total of 47, directions were issued in 10 cases; five were dismissed; 12 were withdrawn; 14 were adjourned *sine die* and seven were pending at year-end.

Eight cases sought directions against alleged unlawful lockouts. Of the seven cases disposed of, one was granted; four were dismissed and two were withdrawn. One case was adjourned *sine die*.

The Board also dealt with 59 applications under section 123, including 21 carried over from last year, seeking directions against alleged unlawful strikes in the construction industry. Nine directions were issued; one case was dismissed; 12 were withdrawn; 34 were adjourned *sine die* and three were pending at the close of the year.

Consent to Prosecute

Seventy-seven applications were received for consent to prosecute for alleged violations of the Act; 84 were carried over from last year. Of the 63 cases disposed of, four were granted; 14 were dismissed and 45 were withdrawn. At year-end, 89 cases were adjourned *sine die* and nine were pending.

Complaints of Contravention of the Act

During the year, 553 complaints alleging contravention of the Act were processed by the Board. Of the 400 cases disposed of, 270 were settled in discussions with Board labour relations officers and 130 went to the Board for decisions. Of these 130, the Board granted relief in 43 cases; 76 were dismissed and 11 were withdrawn. Of the cases remaining at the close of the year, 89 were adjourned *sine die* and 64 were pending.

Trusteeship Reports

Ten statements were filed with the Board during the year by parent unions reporting that local unions had been placed under trusteeship. Since the trusteeship provisions of the Act came into force in 1960, a total of 92 trusteeships had been reported, as of March 31, 1977. Of this number, 58 were reported discontinued by parent unions, including three this year. At the end of the fiscal year, 10 trusteeships were still in effect; the status of the remaining 24 was not known.

Jurisdictional Disputes

Twenty-seven complaints of jurisdictional disputes were dealt with by the Board during the fiscal year. Ten were disposed of; eight were *sine die* cases and nine were pending at the close of the year.

Construction Industry Grievances

During the year, 273 grievances in the construction industry were referred to the Board under section 112a of the Act; 29 were carried over from last year. Of the 302 total, 197 were disposed of. The remaining 105 cases were either adjourned *sine die* or were pending at the end of the year. Of the 197 that were disposed of, 140 were settled in discussions with Board labour relations officers; officers referred the remaining 57 to the Board for decisions. Of these 57, the Board granted relief in 25 cases; 17 were dismissed and 15 were withdrawn.

Miscellaneous Applications and Complaints

Ten applications were dealt with during the year under section 39 of the Act, in which employees sought exemption from the union security provisions of collective agreements because of their religious beliefs. Three of these cases were granted; four were dismissed and three were withdrawn.

Fourteen applications were processed under section 44(3) of the Act, seeking early termination of collective agreements. Consent to early termination was granted in 13 cases and one was withdrawn.

Three cases were filed under section 76 of the Act, alleging failure by a trade union to provide a member with a copy of its financial statement. Two of the cases were dismissed and one was withdrawn.

Thirty applications were received under section 95(2) of the Act, seeking decisions on whether persons were employees under the Act; 15 were carried over from the previous year. Of the total of 45, decisions were issued clarifying employees' status in 11 cases; seven cases were dismissed; 10 were withdrawn; eight were adjourned *sine die* and nine were pending at the end of the year.

Twenty-one cases were referred to the Board by the Minister of Labour under section 96 of the Act for opinions on questions arising from conciliation applications or requests for the appointment of arbitrators. Seven other cases, were carried over from the previous year. Of the 38 total, 18 were disposed of; 10 were adjourned *sine die* and 10 were pending as of March 31, 1977.

Ontario Labour Relations Board

Summary of Statistics — April 1, 1976 - March 31, 1977

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Table 1

Summary of Applications and Complaints Dealt with by the Ontario Labour Relations Board, Fiscal Year 1976-77

Type of Case	Caseload			Cases Disposed of					Cases Pending March 31, 1977
	Total	Carried over from Fiscal Year 1975-76	Filed in Fiscal Year 1976-77	Total	Granted	Dismissed	Withdrawn	Sine Die	
Certification of bargaining agents	1,200	171	1,029	1,014	679	186	149	56	130
Declaration of termination of bargaining rights	92	8	84	73	45	20	8	—	19
Declaration of successor trade union or employer	80	10	70	51	40	5	6	7	22
Declaration of single employer status	12	5	7	6	—	4	2	4	2
Accreditation of employer organization	9	7	2	1	—	1	—	2	6
Declaration of unlawful strike or lockout	40	22	18	8	2	2	4	32	—
Direction respecting unlawful strike or lockout	114	24	90	56	20	10	26	48	10
Consent to prosecute	161	84	77	63	4	14	45	89	9
Complaints alleging a contravention of the Act	553	93	460	400	43	76	281	89	64
Exemption from union security provision in collective agreement	10	2	8	10	3	4	3	—	—
Early termination of collective agreement	14	3	11	14	13	—	1	—	—
Trade union financial statement	3	—	3	3	—	2	1	—	—
Complaints respecting jurisdictional dispute	27	15	12	10	2	3	5	8	9
Question of employee status	45	15	30	28	11	7	10	8	9
Referral by Minister of a question regarding appointment of conciliation officer or arbitration board member	38	7	31	18	7	5	6	10	10
Reference of grievance in construction industry	302	29	273	197	25	17	155	69	36
Total, all types	2,700	495	2,205	1,952	894	356	702	422	326

Table 2

Applications and Complaints Received and Disposed of by Ontario Labour Relations Board Fiscal Years 1972-73 to 1976-77

Type of Case	Number Received, Fiscal Year						Number Disposed of, Fiscal Year					
	Total	1972-73	1973-74	1974-75	1975-76	1976-77	Total	1972-73	1973-74	1974-75	1975-76	1976-77
Certification of bargaining agents	6,075	1,111	1,318	1,323	1,123	1,200	5,872	1,093	1,291	1,320	1,154	1,014
Declaration of termination of bargaining rights	337	56	67	58	64	92	320	58	60	59	70	73
Declaration of successor trade union or employer	276	60	42	62	32	80	241	34	57	64	34	51
Accreditation of employer organization	50	23	4	9	5	9	56	14	19	13	9	1
Declaration of common employer status	19	—	—	—	7	12	8	—	—	—	2	6
Declaration of unlawful strike or lockout	217	32	25	72	48	40	165	29	26	65	37	8
Direction respecting unlawful strike or lockout	249	22	27	30	56	114	161	21	22	20	42	56
Consent to prosecute	674	133	91	161	128	161	507	132	92	129	91	63
Complaints alleging a contravention of the Act	1,513	241	221	194	304	553	1,328	224	233	207	264	400
Miscellaneous	1,060	88	103	245	185	439	858	100	87	258	133	280
Total, all Types	10,470	1,766	1,898	2,154	1,952	2,700	9,516	1,705	1,887	2,135	1,836	1,952

Table 3.
Results of Final Representation Elections in Applications Disposed of by Labour Relations Board, Fiscal Year 1976-77

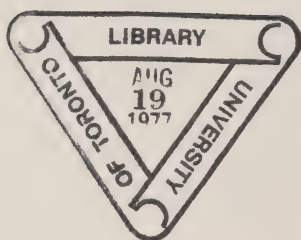
Type of Elections	Number of Elections			Employees Eligible to Vote			Votes Cast by Eligible Employees			Votes Cast in Favour of Unions		
	Total	Won	Lost	In Elections			In Elections			In Elections		
				Total	Won	Lost	Total	Won	Lost	Total	Won	Lost
Certification Elections	159	77	82	9,016	5,502	3,514	7,840	4,686	3,154	4,442	3,473	969
Pre-Hearing Cases	92	50	42	6,670	4,704	1,966	5,821	4,051	1,770	3,523	2,990	533
One-union elections	37	18	19	2,390	1,269	1,121	2,112	1,096	1,016	1,045	710	335
Two-union elections	55	32	23	4,280	3,435	845	3,709	2,955	754	2,478	2,280	198
Construction cases	10	3	7	94	25	69	86	18	68	31	15	16
One-union elections	7	1	6	68	7	61	65	5	60	16	4	12
Two-union elections	3	2	1	26	18	8	21	13	8	15	11	4
Regular cases	57	24	33	2,252	773	1,479	1,933	617	1,316	888	468	420
One-union elections	50	18	32	1,988	534	1,454	1,683	392	1,291	691	283	408
Two-union elections	7	6	1	264	239	25	250	225	25	197	185	12
Successor employer elections	1	1	—	63	63	—	52	52	—	37	37	—
Termination of bargaining rights elections	32	1	31	981	41	940	871	39	832	179	36	143
Total, all types	192	79	113	10,060	5,606	4,454	8,763	4,777	3,986	4,658	3,546	1,112

Table 4
Size of Bargaining Units in Certification Applications Granted by Ontario Labour Relations Board, Fiscal Year 1976-77

Size of Bargaining Unit	Number of Cases Certified			Number of Employees Involved		
	Total	Construction	Non-Construction	Total	Construction	Non-Construction
2- 9 employees	340	—	195	1,513	763	750
10- 19 employees	108	—	23	1,484	287	1,197
20- 39 employees	114	—	7	3,111	162	2,949
40- 99 employees	84	—	—	5,226	—	5,226
100-199 employees	19	—	—	2,714	—	2,714
200-499 employees	11	—	—	3,235	—	3,235
500 employees or more	3	—	—	2,564	—	2,564
Total, all sizes	679	—	225	19,847	1,212	18,635

Table 5
Time Taken to Process Certification Applications Granted Fiscal Year 1976-77

Time Taken in Calendar Days	Total Certified			Non-Construction			Construction		
	Number	Per cent	Cumulative Per cent	Number	Per cent	Cumulative Per cent	Number	Per cent	Cumulative Per cent
Under 8 days	1	0.1	0.1	—	—	—	1	0.4	0.4
8- 14 days	144	21.2	21.3	16	3.5	3.5	128	57.1	57.5
15- 21 days	185	27.2	48.5	146	32.1	35.6	39	17.4	74.9
22- 28 days	113	16.6	65.1	95	20.9	56.5	18	8.1	83.0
29- 35 days	37	5.5	70.6	32	7.0	63.5	5	2.2	85.2
36- 42 days	52	7.7	78.3	45	9.9	73.4	7	3.1	88.3
43- 49 days	29	4.3	82.6	26	5.7	79.1	3	1.3	89.6
50- 56 days	16	2.4	85.0	14	3.1	82.2	2	0.9	90.5
57- 63 days	12	1.8	86.8	9	2.0	84.2	3	1.3	91.8
64- 70 days	13	1.9	88.7	9	2.0	86.2	4	1.8	93.6
71- 77 days	9	1.3	90.0	8	1.8	88.0	1	0.4	94.0
78- 84 days	6	0.9	90.9	6	1.3	89.3	—	—	94.0
85- 91 days	5	0.7	91.6	4	0.9	90.2	1	0.4	94.4
92- 98 days	2	0.3	91.9	1	0.2	90.4	1	0.4	94.8
99-105 days	4	0.6	92.5	3	0.7	91.1	1	0.4	95.2
106-126 days	11	1.6	94.1	8	1.8	92.9	3	1.3	96.2
127-147 days	5	0.7	94.8	3	0.7	93.6	2	0.9	97.4
148-168 days	6	0.9	95.7	5	1.1	94.7	1	0.4	97.8
169 days and over	29	4.3	100.0	24	5.3	100.0	5	2.2	100.0
Total	679	100.0	—	454	100.0	—	225	100.0	—





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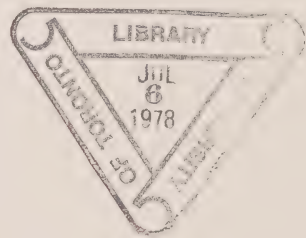
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Letter of Transmittal

3



**To Her Honour
The Lieutenant-Governor in Council**

May it please Your Honour:

The undersigned has the privilege of presenting the 59th Annual Report of the Ministry of Labour for the fiscal year ending March 31, 1978.

All of which is respectfully submitted.

A handwritten signature in cursive script, reading "Bette Stephenson".

Hon. Bette Stephenson, M.D.
Minister



**The Honourable Bette Stephenson, M.D.
Minister of Labour.**

Dear Dr. Stephenson:

I have the honour to submit for your consideration the 1977-78 Annual Report of the Ministry of Labour.

As the report indicates, it was a year of intense activity in all major program areas. I can report without hesitation that all members of the staff met the increasing demands with competence, dedication and enthusiasm.

While it is difficult to single out any particular program area for particular commendation, I should mention that the restructuring of the Occupational Health and Safety Division was completed during the fiscal year and I am confident that the Division is now equipped to meet the ever increasing demands in this important field. The Conciliation and Mediation Service was also re-organized to enable it to increase its services to the labour relations community, with particular emphasis on preventive mediation.

I am also pleased with the work of the Quality of Working Life Advisory Committee, comprised of senior representatives of labour and management and assisted by a staff group within the Ministry. Quality of Working Life experimentation may well be the new frontier in labour relations and I am gratified that increased funding has been approved for the establishment of a permanent Quality of Working Life Secretariat to work under the guidance of the Committee in pursuing this significant initiative.

I believe that these activities and the others described in the report are all making a substantial contribution to the major goals of your Ministry: harmonious industrial relations, safer and healthier workplaces and, generally, fairer and more equitable employment practices.

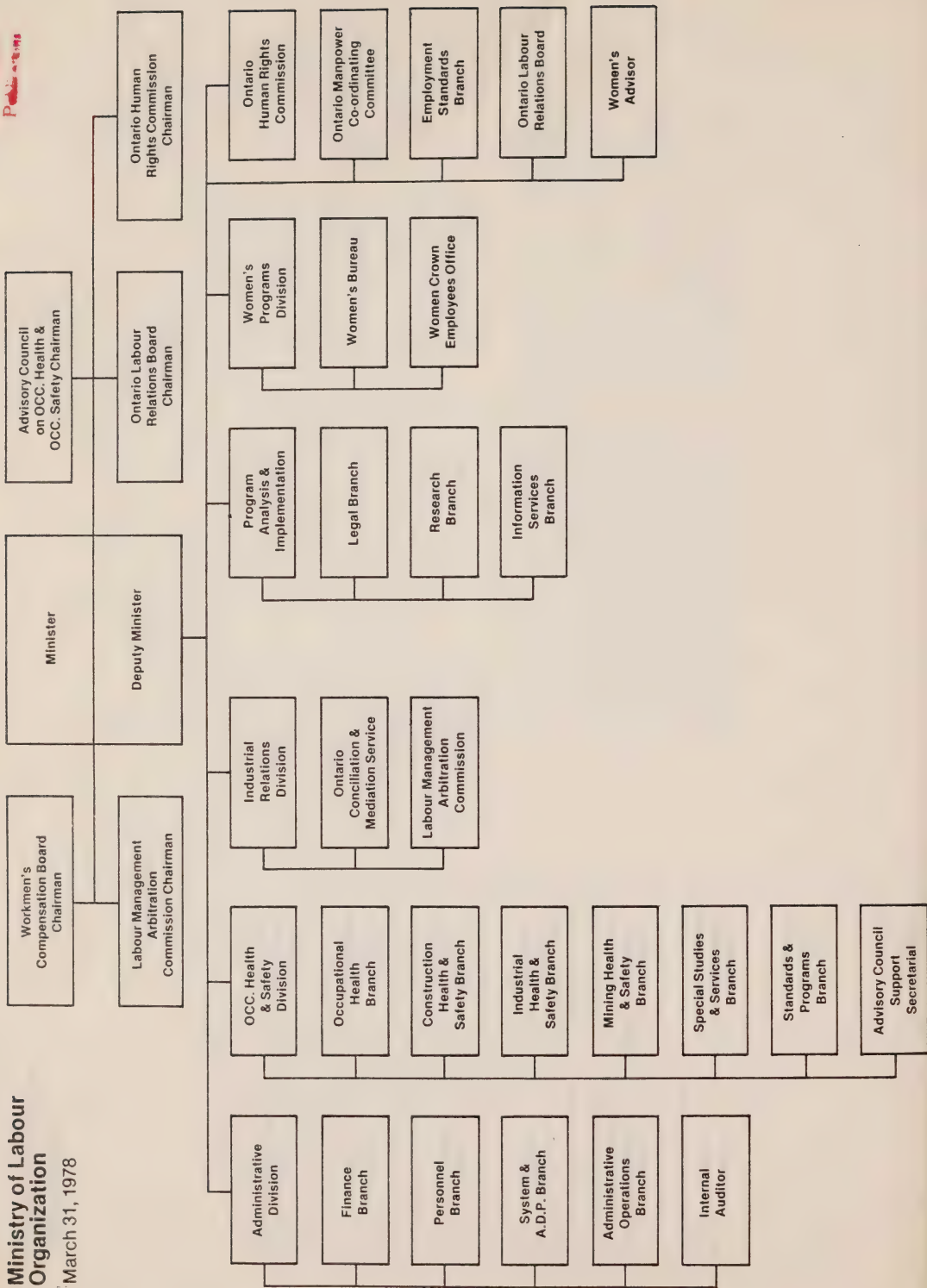
Respectfully submitted,

A handwritten signature in cursive script, reading "T.E. Armstrong".

T.E. Armstrong, Q.C.
Deputy Minister

Ministry of Labour Organization

March 31, 1978



L.V. Pathe Executive Director

The role of the Industrial Relations Division is to further harmonious relations between employers and employees.

This program is provided through three activities, Program Administration, the Ontario Conciliation and Mediation Service and the Labour-Management Arbitration Commission.

The Ontario Conciliation and Mediation Service endeavours to promote peaceful settlements through conciliation and mediation services.

The Labour-Management Arbitration Commission recruits, trains and maintains a panel of approved arbitrators for referral to parties in need of grievance arbitration. The Commission also administers the Hospital Labour Disputes Arbitration Act.

The Executive Director, Industrial Relations is responsible for directing and co-ordinating the activities of the Industrial Relations Division. The Executive Director, on behalf of the Ministry, maintains a liaison with the Construction Industry Review Panel.

Jack Speranzini Director

The goals of the Ontario Conciliation and Mediation Service are to foster harmonious labour-management relations and to minimize disruption in the economy arising from strikes and lockouts.

To achieve this goal, the service, operating under the authority of the Labour Relations Act, operates major programs in two areas — remedial conciliation/mediation and preventive mediation.

The service performs remedial conciliation and mediation functions, assisting employers and unions to achieve settlement of their contract differences. In addition, OCMS has embarked on a program of preventive mediation, which involves anticipating and providing for the needs of management and labour in the development of their relationships to facilitate peaceful negotiations of collective agreements.

Remedial Process

The remedial process has two steps. First, parties unable to achieve an agreement in direct negotiations must meet with a conciliation officer before they resort to the economic sanction of a strike or lockout. During this stage, an officer enters the negotiations and employs "third-party" techniques in an effort to bring the parties to settlement. Should the officer be unable to effect total agreement, a report is made to the Minister recommending whether or not a Board of Conciliation be appointed.

Although the use of Boards of Conciliation at the post-conciliation stage is an alternative under the Act to the immediate establishment of a strike/lockout deadline, few have been appointed in recent years. Subject to Ministerial policy, they remain as important tools, however, to deal with disputes involving public services, pattern-setting industries and contentious first agreements. If it is recommended that a Board not be appointed, a "no-board" report is issued, establishing a legal strike or lockout deadline.

The second step — mediation — is an informal one in which the services of a mediator are made available to the parties at any point in negotiations following the conciliation officer's report. While the techniques of mediation are similar to those of conciliation, the intensive nature of this assistance, the pressure of a deadline or on-going work stoppage and the personal persuasive abilities of a senior mediator are additional important factors.

Preventative Process

The service's preventive mediation activities encompass a range of undertakings:

- From the time of certification, the progress of first agreement negotiations is followed, so that assistance can be offered where it appears that a fledgling relationship is encountering difficulty.
- Negotiations following a "no board" report are closely monitored so that parties are aware of the mediation services available to them so that they can have access to a mediator at this critical period without delay.
- Under the Act, the Minister may appoint Disputes Advisory Committees. Such committees, composed of representatives of labour and management, assist and advise the parties to particularly difficult disputes. The Minister can also establish Industrial Inquiry Commissions to examine a range of subjects relating to the bargaining process in particular industries.
- By keeping a record of the service's experience in specific disputes characterized by poor relationships, contentious issues or complex bargaining co-ordination, early pre-negotiation contact can be made with parties. Mid-contract involvement of mediators, either informally or as Special Officers under the Act, has the potential of encouraging the parties to work on improving their relationship, dealing with problems underlying recurring negotiation issues and reducing to manageable proportions the issues to be faced in the pressure of negotiations.
- Where it is felt that the establishment of a labour-management joint committee would assist a relationship on an area, industry or plant basis, the service is prepared to make available its resources. Often joint action committees of this nature become on-going extensions of preventive mediation assistance.

The complement of the service at March 31, 1978, consisted of a director, an associate director, an assistant director, 7 mediators, 16 conciliation officers, 4 research staff and 12 clerical and secretarial staff.

1977-78 Activities/Caseload

The service handles a volume of about 3,000 disputes per year in conciliation. During 1977-78, 2,464 collective agreement disputes were referred to the conciliation officer stage with 373 cases still pending.

During 1977-78, there were approximately 657 disputes in which post-conciliation or mediation assistance was provided; of these disputes, 495 resulted in agreement between the parties, of which 138 were settled after a work stoppage. Mediators also performed a preventive role in 39 cases.

1977-78 Activities/Re-organization

While the primary commitment of the service has been to fulfill its statutory requirements and to more firmly establish its recent expansion into the preventive mediation area, the past year has seen additional initiatives undertaken which, it is felt, round out a comprehensive approach to improving labour-management relations in Ontario.

The service has been reorganized to include an associate director who co-ordinates the preventive mediation program. A resource team has been established to perform in a number of capacities:

- servicing requests from conciliators and mediators for wage and working conditions data and solutions to contentious work arrangement issues in dispute,
- developing and implementing educational programs in disputes resolution for labour and management,
- designing and co-ordinating in-house staff training programs and attendance at selected courses and conferences, and
- making available to interested groups speakers and films to engender in the public a better understanding of the services offered.

His Honour Judge Walter Little Chairman

Dorothy Johnson Registrar

The Ontario Labour-Management Arbitration Commission recruits, trains and maintains a panel of approved arbitrators and arbitration board chairpersons. The Commission, if required, will assist arbitrators by providing administrative services and arranging meeting dates and facilities. It prepares, publishes and distributes information respecting awards. In addition, it is authorized to sponsor research into the arbitration process.

The Commission administers The Ontario Labour-Management Arbitration Commission Act and The Hospital Labour Disputes Arbitration Act as amended by The Hospital Labour Disputes Arbitration Amendment Act, 1972.

Since creating the criteria for approval of arbitrators in 1970, the Commission has approved 65 persons as arbitrators, of whom 53 are active. The Commission has given a form of tentative approval to 24 applicants who, because of lack of experience as arbitrators, have not yet achieved mutual acceptability to both labour and management. Two of the approved and one of the tentatively approved are women.

Under The Hospital Labour Disputes Arbitration Act, as amended, the Commission has the following responsibilities:

- When required to do so, the Minister may appoint an arbitrator from those persons on the Commission's list of approved arbitrators.
- Chairpersons of boards of arbitration in hospital disputes are required to notify the Registrar of the Commission of the time and place for the first and any subsequent hearings of the boards of arbitration. The Registrar, in turn, is required to notify the nominees of the parties and the parties of the time and place of such hearings.
- Where a board of arbitration fails to render a decision within a reasonable time, the Registrar is required to notify the Minister in order that he/she may issue any necessary orders to ensure that the decision of the board will be made without delay.

The Commission publishes a monthly bulletin, giving information to those concerned with labour and management relations regarding the awards filed and all other matters of interest. The current circulation of the Commission's monthly bulletin is about 4,000.

The Commission has a permanent chairperson, three members representing employees and three representing employers. It is administered by a Registrar and a staff of two persons.

1977-78 Activities

During the fiscal year, 1,051 awards in rights arbitration and 41 interest awards under The Hospital Labour Disputes Arbitration Act were filed.

The Commission held its eighth annual seminar on January 27 - 28, 1978, for all persons approved as arbitrators and those having tentative approval. A representative group of persons serving as nominees and counsel on boards of arbitration was invited to attend both sessions. The seminar again proved very successful and the Commission intends to hold another in 1979.

The Commission supplied 350 panels of chairpersons or sole arbitrators to parties in both rights and interest arbitrations. From these panels, the parties chose 131 chairpersons or sole arbitrators. Where the parties failed to choose arbitrators from the panels, the Minister appointed 184 chairpersons or sole arbitrators. The registrar made 14 appointments under section 4(6) of Regulation 635 under The Ontario Labour-Management Arbitration Commission Act and/or pursuant to a specific term of a collective agreement; in the case of nine panels, the matters in dispute were settled before a choice was made. In addition, the Minister appointed five nominees of parties at the request of the opposite parties.

During the fiscal year, copies of arbitrators' awards, to the value of \$14,490 were purchased from the Commission by parties wishing to study them as possible precedents.

Table 1
Conciliation Applications Dealt with under the Ontario Labour Relations Act,
Fiscal Year 1977-78

	1977-78		1976-77	
	Disputes	Employees	Disputes	Employees
Assignments Received by Officers	2,464	367,658	2,865	398,716
Carried over from previous year	417	64,165	359	51,629
Assigned to officer during year	2,047	303,493	2,506	347,087
Assignments Disposed of by Officers	2,091	285,266	2,448	334,551
Settled by Officer				
Construction	94	16,242	79	7,793
Non-construction	796	89,419	818	101,289
No-Board				
Construction	312	27,017	438	7,857
Non-construction	836	149,751	1,093	216,377
Referred to Conciliation Board				
Construction	-	-	-	-
Non-construction	1	50	-	-
Lapsed or Withdrawn				
Construction	22	216	6	67
Non-construction	30	2,571	14	1,168
Assignments Pending at March 31, 1978	373	82,392	417	64,165

In addition to the above, conciliation officers dealt with 14 police agreement disputes in 1977-78 and 21 in 1976-77. Since these disputes come under the Ontario Police Act, they are not included in the table.

Table 2
Mediation Activity, Fiscal Year 1977-78
Remedial Mediation

	1977-78						1976-77					
	Total		No Work Stoppage Involved		Work Stoppage Involved		Total		No Work Stoppage Involved		Work Stoppage Involved	
	Disputes	Employees	Disputes	Employees	Disputes	Employees	Disputes	Employees	Disputes	Employees	Disputes	Employees
Assignments Received by Officers	657	120,671	476	88,789	181	31,882	542	117,032	380	94,202	162	22,830
Carried over from previous year	108	14,200	45	7,396	63	6,804	50	8,330	30	4,290	20	4,040
Assigned to officers during year	549	106,471	431	81,393	118	25,078	492	108,702	350	89,912	142	18,790
Assignments Disposed of by Officers	542	85,640	390	57,614	152	28,026	434	102,832	290	81,090	144	21,742
Settled during mediation	427	78,162	302	52,401	125	25,761	385	98,007	262	77,585	123	20,422
Settled following mediation assistance	68	5,824	55	4,028	13	1,796	35	4,081	21	2,906	14	1,175
Arbitration	6	276	6	276	-	-	-	-	-	-	-	-
Lapsed	18	553	5	91	13	462	14	744	7	599	7	145
Closed by mediator, no further action by parties	23	825	22	818	1	7	-	-	-	-	-	-
Assignments Pending at March 31	115	35,031	86	31,175	29	3,856	108	14,200	90	13,112	18	1,088

Preventive Mediation 1977-78

	Situations	Employees
Assignments Received by Officers	39	19,876
Assignments Disposed Of by Officers	22	13,770
Pre-negotiation situation	15	13,049
Post-negotiation situation	7	721
Assignments Pending at March 31, 1978	17	6,106

Dr. C. R. May Assistant Deputy Minister

The Division's activities reflect the "openness", "worker participation" and "internal responsibility" expressed by Dr. James Ham in the report of the Royal Commission on the Health and Safety of Workers in Mines. These words describe the key characteristics of the Division's programs. This philosophy is implicit in its approach to promoting a safe and healthy workplace through the administration of The Construction Safety Act, The Industrial Safety Act, The Employees' Health and Safety Act, Part IX of The Mining Act, and The Silicosis Act.

The Division is comprised of the Construction Health and Safety Branch, the Industrial Health and Safety Branch, the Mining Health and Safety Branch, the Occupational Health Branch, the Special Studies and Services Branch and the Standards and Programs Branch. In addition, the support staff of the Advisory Council on Occupational Health and Occupational Safety report to Dr. May.

The 1977-78 fiscal year was a period of development for the Division; consequently, there was ongoing recruitment. The complement for 1977-78 was 568.

1977-78 Activities

During the fiscal year the Division:

- set the legislative framework to prevent exposure of workers to health and safety hazards,
- sought co-operation from employers and employees in complying with the legislation through audit and inspection,
- provided advisory and consultative services to assist companies and unions in establishing health and safety programs,
- monitored technological innovations to reduce any adverse impact on the health and safety of workers,
- evaluated the causes and effects of injuries and disease,
- assisted in training and upgrading the skills of workers and supervisors in occupational health and safety programs,
- provided a province-wide telephone service to answer the public's questions about health or safety in the workplace and
- provided administrative support to the committees recommending awards under the Provincial Lottery, for projects in occupational health and safety.

P. B. McCrodan Director

The Mining Health and Safety branch is responsible for the reduction of hazards to the safety and health of workers in the mining and mine-related workplaces in Ontario. The branch's activities are extended to 66 underground mines, 23 open-pit mines, 3,010 quarries and gravel pits and 21 metallurgical and ore-processing plants. These establishments employ approximately 47,000 employees of whom an estimated 20,000 are engaged in the actual extraction of ores and minerals, the other 27,000 workers are employed in the smelting, refining, processing, transportation, handling and other support and service occupations. The branch administers Part IX of The Mining Act and The Employees' Health and Safety Act.

1977-78 Activities/Implementation of Ham Report Recommendations

In co-operation with other branches within the Occupational Health and Safety Division and, in some cases, in conjunction with Atomic Energy Control Board, the Mining Health and Safety Branch has implemented 34 of the recommendations set out in the Royal Commission Report on the Health and Safety of Workers in Mines. It has initiated and is expanding on 48 recommendations and will be initiating the implementation of 19 recommendations. The 19 recommendations which are to be initiated deal with establishing codes for silica and radiation and developing in-depth accident analysis.

The branch's programs of ensuring and promoting safe work conditions and practices and measures to minimize health hazards in the mining environment, are carried out within a complex framework of inspections, auditing of the mining operations and mine-related workplaces and consultations with workers and management on and off the job site. This framework is a product of the intense work that went into the creation of the Ham Report, The Royal Commission on the Health and Safety of Workers in Mines.

Note that following material is based on the calendar year 1977, rather than the fiscal year 1977-78.

1977 Activities/Re-organization

To implement the many recommendations contained in the Ham Report, a major re-organization of the branch was necessary. During 1977, the branch (re-named "The Mining Health and Safety Branch" from the previous title, "The Mines Engineering Branch") increased its complement from 47 to 85.

The original re-organization called for 94 people; however, when the mining industry in Sudbury cut back, the complement was also cut back by 10%. The new staff included a number of mining and electrical/mechanical inspectors, as well as a team of specialists in dust sampling and ventilation monitoring.

1977 Activities/Health and Safety Committees

Health and Safety Committees and Health and Safety Representatives have been in existence in the mining industry for the past several years. The Ham Report recommended that the inspectorate, the committees and management work in close co-ordination to identify and resolve health and safety hazards in the workplace. The effectiveness of this recommendation has been fully demonstrated over the past year. Frequent meetings involving the three parties have resulted in the resolution of numerous problems and have smoothed the way for open communication among the participants.

1977 Activities/Inspection

The branch inspects mines, quarries, pits and metallurgical plants for compliance with the standards set out in Part IX of The Mining Act and The Employees' Health and Safety Act. The inspection cycle is determined by the injury record, the previous history of non-compliance, the presence of hazards and the population of workers at risk. During 1977, the inspectors of the branch conducted 3,497 inspections. Generally it takes several weeks to complete one inspection of all the workplaces in a mine. It is now common practice that a labour representative of the joint Labour-Management Health and Safety Committee accompanies the inspector during an inspection.

1977 Activities/Investigation

The investigation of all fatalities and serious accidents, as well as unusual occurrences that might have resulted in injuries, is a responsibility of the branch. The need for, and benefit from, in-depth investigation of these incidents was emphasized in the Ham Report. These investigations are not only part of the process of determining compliance with the legislation, but are also important in detecting gaps in the coverage of the legislation. During 1977, the number of mining fatalities decreased to 14 from 25 during 1976. The branch can derive little credit from this decrease, as the annual number of fatalities varies widely, and inexplicably, from year to year. It is one of the goals of the branch that, over a number of years, there will be a continued downward trend in the fatality rate. The detailed investigation of each fatality, serious injury and unusual occurrence will ultimately contribute toward that goal.

1977 Activities/Work Refusals

The branch investigates refusals to work as provided for in The Employee's Health and Safety Act. During 1977, workers refused to work under conditions they believed to be unsafe or unhealthy on seven occasions. In each case, the Mining Health and Safety Inspector investigated the incident and reported his conclusions.

1977 Activities/Consultation

Consultations with labour and management to increase the involvement of all employees and all levels of management in the identification of occupational health and safety hazards and appropriate solutions can be regarded as one of the keystones of the system recommended in the Ham Report. This consultation is achieved through an Internal Responsibility System. Voluntary co-operation of all parties in the mining industry is required to minimize the hazards of the inherently precarious mining environment and to change attitudes of both management and workers towards the adoption of safe work practices.

1977 Activities/Wire Rope Testing

By statute, all wire rope used in hoisting installations must be tested by the Wire Rope Testing Laboratory before use and at intervals during service. Each cable is tested for strength of material of components, including a breaking-test up to 600,000 pounds tension. During 1977, the laboratory completed 964 tests.

An investigation is being conducted into the requirements and location of a new rope testing machine. The new equipment and facilities will possibly involve the relocation of personnel and an expenditure of up to \$1.5 million. The private sector and educational institutions have expressed an interest in performing the required tests.

1977 Activities/Mine Rescue Program

The Director of the Mining Health and Safety Branch has over-all responsibility for the mine rescue training in the province and for the appointment of Mine Rescue Training Officers. The mine rescue program maintains a number of stations and sub-stations permanently staffed and equipped with breathing apparatus, firefighting equipment as well as other emergency equipment and supplies to respond immediately to any mine emergency. The cost of establishing, maintaining and operating mine rescue stations is paid out of the Consolidated Revenue Fund. Periodically, the Workmen's Compensation Board reimburses the Consolidated Revenue Fund from monies assessed and levied by the Board against employers in the mining industry.

This program trains specialists at each mine in the direction and control of special mine rescue procedures in the event of a mine disaster. The payment of the crews in training or in emergency use is the responsibility of the individual operator.

There were a total of 41 fires on mining property during 1977, 28 underground and 13 on surface. Electricity in all forms accounted for 11 fires; burning and welding operations caused 15 fires, and diesel vehicles accounted for five. Three of the 41 fires were due to human error; in one case, a workman decided to burn a hole through a shaft timber rather than use a drill. During the past 31 years, mine rescue teams and/or mine rescue apparatus have been used in 116 underground fires.

1977 Activities/Abandoned Mines

Twelve companies were ordered to provide protection with new concrete covers or to upgrade old fences that had deteriorated. One recently closed mine had eight shafts which were capped at company expense.

On three properties, the owners said that funds were not available. Therefore, the work was done at government expense and liens were placed on each property. One company paid the government \$2,315, the amount of an old lien, to have it removed. Government expenditures for protective work during the fiscal year amounted to \$71,665.

1977 Activities/Research

In co-operation with the mining industry, investigations are being conducted on friction hoist tail ropes to ascertain the relationship between electro-magnetic test results and the actual breaking strength of rope sections.

1977 Activities/Pre-development Review

The branch is in the process of initiating pre-development review of all new and expanding mines and processing plants, at the planning and design stage. The main purpose of the review is to identify and control occupational health and safety hazards at the design stage and, if possible, engineer these hazards out of the workplace. Legislation is currently being formulated to govern the "when" and "how" of pre-development reviews. The review of projects by the mining engineer is a service that has been provided to industry by the branch for many years. Its inclusion in the proposed Occupational Health and Safety Act (Bill 70) and the Regulations will formalize this service and assure a more uniform approach.

1977 Activities/Data Processing

The branch started work on an automatic data processing (ADP) system which will record and make accessible all pertinent data contained in the reports and orders issued by the inspectors. The system is designed to provide ready access to specific information in the reports, as well as accumulate statistical information. The ADP system will also provide an overview of the effectiveness of implementation of recommendations set out in the Ham Report.

1977 Activities/Training

Based on the Ham Report, a study was conducted during 1977 on the training and qualifications of workers in mines and plants. Modular Training Programs are continuing at mines and at the Ministry of Colleges and Universities. Further expansion of modular training programs and certification for miners is planned, with the inspectorate assisting in assessing the quality and quantity of the training program, once implemented.

1977 Activities/Air Sampling

Implementation of the part of the program dealing with the quality of the workroom environment continued through the year. Air sampling technicians were added to the staff; a variety of instruments for measuring the chemical substances and physical agents encountered in the workplace were purchased. A program to audit and monitor was initiated and a number of surveys of air conditions were completed. Some of the existing codes and schemes of practice were reviewed and revised and work on the development of new ones was initiated.

The Mining Act Revisions Committee

The Mining Act Revisions Committee, which was formed in September, 1975, as a forum for management and union to discuss revisions to The Mining Act, met on 10 days during 1977, and a total of 56 days since its formation 2 1/2 years ago. All sections of The Mining Act have been covered; however, revisions will continue to be made as the need arises. It is intended that a final draft of the regulations in the Act will be ready in the coming year.

H. M. Nelson, P. Eng. Director

The Occupational Health Branch operates as a consulting service in occupational health to the Ministries of the Environment, Health, Labour and Natural Resources. In support of the Ministry of Labour, the branch works in co-operation with the Industrial Health and Safety Branch in the investigation of situations where health hazards exist or are suspected. It is also available to the Mining Health and Safety Branch and the Construction Health and Safety Branch in a similar capacity.

The branch participates in the establishment of standards or guidelines used to assess industrial environments as they might affect the health of workers. It is also responsible for all aspects of biological monitoring of workers — including chest x-rays and respiratory function tests conducted at a tests.

The branch operates under the authority of The Employees' Health and Safety Act and The Industrial Safety Act.

The complement of 108 includes physicians, engineers, nurses, scientists, technicians and clerical support staff.

The branch has four components which report to the Director through a Chief of Service.

1977-78 Activities/Occupational Health Medical Service

The physicians in this group are specialists in occupational health. Working closely with the engineer group they investigate environments where health hazards are suspected, recommend and monitor biological surveillance programs and act as consultants to the Workmen's Compensation Board and practising physicians.

The group participates in the preparation of guidelines and data sheets and in educational activities, including teaching at universities.

The nurses have acted, in the past, as consultants to nursing services in industry. This group has recently been expanded in order to allow it to carry out its main task — helping industries to establish their own health service.

The nursing group has also functioned as a reference centre for information about occupational health services and has been editor and distributor of the branch's quarterly bulletin.

1977-78 Activities/Industrial Chest Disease Service

This service carries out medical surveillance of about 60,000 industrial workers who are exposed to respiratory hazards. Its program consists mainly of chest x-rays and respiratory function tests conducted at a central clinic and at mobile clinics. Its members work closely with the Workmen's Compensation Board and with a branch of the Ministry of Health which still conducts routine chest x-rays of miners.

The clerical and investigative capability of this unit has been expanded by the addition of computerized equipment to facilitate the calculation and reporting of respiratory function tests.

1977-78 Activities/Occupational Health Engineering Service

This is the principal investigative and advisory arm of the branch. Its industrial hygienists, all of whom are professional engineers, scientists or technicians, have acted mainly as consultants to the health and safety branches, but they have also responded to direct requests from industry, labour unions, health units, community organizations and the Workmen's Compensation Board.

The service conducts field investigations of both chemical and physical health hazards, monitors exposure of workers to chemical substances, physical agents and noise, submits samples for analysis and recommends corrective action.

As a result of expertise gained in these activities, the service is able to advise on acceptable exposure standards, monitoring techniques and control methods for the elimination of health hazards. It disseminates this information through data sheets and training activities. The engineer group has co-ordinated and been the major contributor to courses designed to aid safety inspectors and others in the recognition of health hazards.

During 1977-78, the group conducted 1,147 investigations in response to requests from its client groups. Additional complement has been authorized to allow more rapid and thorough responsiveness and to permit the group to enlarge the scope of its cyclic or preventive visits. Extension of its activities in other fields is also anticipated — namely, compilation of data sheets, training and some operational research.

1977-78 Activities/Occupational Health Laboratory

This laboratory functions as an extension of the activities of both the medical and engineering groups. Its principal activity is the analysis of biological samples which are collected as part of the routine health surveillance of exposed workers. Another key function is the analysis of air and dust samples to determine the concentration of known contaminants. In addition, it is able to analyze "unknown" samples for the identification of a wide variety of chemical substances.

A major expansion of this service is planned to increase its analytical capability by the addition of newer types of equipment and increased staff. It is also intended to open a new section dealing with biological activities such as sputum cytology and the identification of carcinogens.

Plans are underway to locate a larger facility to house the Occupational Health Laboratory.

Dr. Maxwell Fitch Director

This branch was created during 1977, from elements of the former Occupational Health Protection Branch, and has been assigned responsibility:

- to carry out either short-term or long-term investigations of health problems associated with occupational exposure to chemical, physical, or biological agents,
- to evaluate the health of particular groups of workers, as for example, those specified in the report of the Royal Commission on the Health and Safety of Workers in Mines (such as uranium miners and workers exposed to silica or asbestos),
- to conduct and/or sponsor research related to problems of occupational exposure to hazardous agents and evaluation of the health status of exposed workers,
- to act as consultant in all matters relating to ionizing and non-ionizing radiation,
- to monitor and supervise the procurement and use of radioactive materials insofar as the province has jurisdiction,
- to conduct studies and research in the area of occupational safety,
- to prepare contingency plans for, and take responsibility in the event of, emergencies relating to nuclear generating stations and heavy water plants, and
- to provide technical support to the Ministries of Health and Environment in matters relating to occupational and environmental health.

The branch operates under the authority of The Employees' Health and Safety Act, and certain provisions of The Industrial Safety Act, The Construction Safety Act, The Mining Safety Act, The Public Health Act and The Silicosis Act. Many of these are to be integrated into The Occupational Health & Safety Act.

A feature of the branch is that it has responsibility in the fields of both occupational and environmental health.

The activities and services to meet the branch objective are conducted by four separate, but inter-related services:

- Radiation Protection Service
- Health Studies Service
- Safety Studies Service
- Radiation Protection Laboratory

1977-78 Activities/Radiation Protection Service

Within the limits set by government policy, its task is to protect the people of Ontario from unnecessary exposure to radiation in the working and living environments. This responsibility is delineated in specific areas by the current Employees' Health & Safety Act and by Reg. 721 (x-ray Safety) under The Public Health Act.

This Service is comprised of 13 scientists and technicians.

The following have been on-going programs of the Service during 1977-78:

- safety inspection of x-ray installations in industry, education and veterinary practice (Reg. 721, Public Health Act),
- safety inspection of commercial microwave ovens (1,536 ovens checked during 1977),
- on behalf of the Ministry of Housing, measurements of radon daughter concentrations occurring in newly constructed houses in Elliot Lake for compliance with a proposed standard,
- safety inspection of a limited number of radioisotopic installations on request,
- contingency planning against possible accidental release of radioactive materials from nuclear power plants, and
- providing advice, information, and assistance to industry, government agencies and the general public on all aspects of radiation protection.

In support of these routine and planned new activities, a significant effort has been given to

- development of new methods of measurement,
- evaluation of new instruments,
- construction of special instruments,
- maintenance and calibration of equipment and
- construction of new instrument calibration facilities with a view to more complete, reliable and faster evaluation of radiological hazards.

Investigation and assessment of new radiation hazards, particularly the various forms of non-ionizing radiation, has continued. This involves extensive reviews of the literature, together with field and laboratory investigations, attendance at courses and seminars, and participation on relevant committees (Canadian Standards Association, National Research Council, International Electro-Technical Commission). Examples of recent investigations are:

- measurement and assessment of electro-magnetic field strengths in working and public areas within and near the CN Tower,
- evaluation of possible hazards of library theft electro-magnetic detection system and
- safety assessment of laser light shows.

1977-78 Activities/Health Studies Service

The objective of this service is to provide information and consultation on the possible long-term health effects of various agents associated with industrial processes. The fullest possible use of accumulated and generated information is made both in the recommendation of guidelines and standards and in the provision of consultative services as required or requested.

The service has complement of seven medical consultants, a statistician and support staff.

It relies upon continuous co-operation with other branches, as well as the Workmen's Compensation Board, Ministry of the Environment, The Atomic Energy Control Board and other groups concerned with the health of workers and the effects of industrial activity on the general community.

The major activities of the service during 1977-78 relate to the health of uranium miners, nickel workers, and workers exposed to vinyl chloride monomer, and have included the setting up of a system for the periodic review of mortality information within the province as an aid in identifying hazards. High priority is being given to the evaluation of carcinogenicity of certain substances. Plans are underway for setting up of a Laboratory of Environmental Pathology in co-operation with the University of Toronto to screen and evaluate substances newly introduced into industry for possible mutagenic effects. Epidemiological studies are continuing of workers in vinyl chloride production and nickel refining. Arrangements have been made with Workmen's Compensation Board for a joint study of causes of death in Ontario uranium miners. Several other studies are in the planning stage to be undertaken when vacancies in the service have been filled by suitable staff.

1977-78 Activities/Safety Studies Service

This service was formed during 1977-78 to study short and long-term effects of various actions, procedures, equipment, and environmental factors associated with industrial processes. So far, it is in a formative stage, with a skeleton staff. A preliminary study only has been started on the effectiveness of various types of industrial safety programs.

1977-78 Activities/Radiation Protection Laboratory

This laboratory, with about 20 scientists and technicians, provides a capability for the analysis of a wide range of radioactive substances. In order to minimize cost and ensure consistency of service, it serves all provincial agencies charged with the responsibility for programs associated with the surveillance of uranium mining and processing, nuclear reactors and industries, and facilities which use radioactive isotopes.

The day-to-day radiological surveillance measurements carried out for various programs during the year increased by approximately 32% over the previous year, reflecting mainly increased activity in the uranium mining/milling industry.

The laboratory provides technical advice to provincial agencies and to industry on establishing or improving their analytical capability, interpreting results and designing surveillance programs. Methodology development and improvement is a continuing process.

With the expansion of uranium mining and nuclear generating stations, an increasing number of laboratories are becoming involved in measuring radioisotopes. During the year, our assistance in cross-checking samples has increased dramatically. Calibration of equipment for the various companies and for this Ministry has become a growing responsibility.

If the expansion trend in the uranium mining, milling, and processing and nuclear power industries continues, a larger workload can be expected. Moreover, since the field of instrumental technology is a rapidly advancing one, more time and effort will be required to evaluate new equipment and new methodologies.

R. K. Cleverdon, P. Eng. Director

This branch is concerned with the health and safety of workers engaged in all aspects of the construction industry including the erection, alteration, repair, demolition, dismantling and moving of such projects as buildings, structures, shafts, tunnels, work under compressed air, highways, railways, sewers, water-mains and conductors of electrical energy and solids, liquids or gases. The branch is headed by a professional engineer; in addition, there are a further seven professional engineers on his staff.

It is responsible for the administration of The Construction Safety Act, 1973, which was proclaimed in force on August 1, 1973, and The Employees Health and Safety Act, 1976, as it applies to construction projects.

The cyclical inspection program inspects approximately 12,000 notifiable construction projects throughout the province for compliance with The Construction Safety Act.

The field inspectors investigate all fatalities, most serious accidents and any unusual situations or occurrences that may be hazardous on construction sites.

Consultations are held with labour and management of the construction sector to increase the awareness of and commitment to developing and maintaining safe and healthy construction sites.

On March 31, 1978, the branch had a complement of 119, including one director, 111 inspectors and seven support staff.

1977-78 Activities

At the beginning of the 1977-78 fiscal year, construction and industrial safety were the responsibility of the Occupational Safety Branch. As a result of the formation of the Occupational Health and Safety Division, this branch was split in August, 1978, to form the Construction Health and Safety Branch and the Industrial Health and Safety Branch.

During the 1977-78 fiscal year, Construction Health and Safety officers completed 66,663 inspections, an increase of about eight percent from the 1976-77 year. A total of 42,592 directions were issued during these inspections, compared with 38,318 during the previous fiscal year, an increase of about 11 percent.

The construction fatality rate, after declining steadily during the past four years, increased slightly during 1977-78 to 42, compared with 39 during 1976-77. During the year, one worker died as a result of a trench cave-in, the first trench cave-in fatality since March, 1975.

In addition to inspection of construction projects, branch officers also completed 1,618 inspections of 166 underground projects. A total of 564 directions were issued during the underground inspections.

Jim McNair, P. Eng. Director

The branch, operating under The Employees' Health and Safety Act and The Industrial Safety Act, is responsible for the administration of programs designed to reduce the incidence of illness or injury caused by industrial activities and processes.

The increasing use of toxic chemicals and other agents in industry and logging require careful monitoring to establish controls of possible health and safety hazards to workers.

Employers and employees themselves have the primary responsibility for occupational health and safety programs in their workplace and are encouraged to meet this responsibility. The establishment of Internal Responsibility Systems is becoming a major function of the branch; the inspection role of the branch is regarded as an information and educational tool in the audit process.

Frequency of audit and inspection of a particular workplace varies depending on the risk. To perform the audit, branch officials meet with employers, employees and union representatives to discuss their concerns and assist development of possible solutions. Where contravention of the legislation is found during the subsequent inspection, corrective action is ordered in the form of direction. Following the inspection, the Officer meets with the employers, employees and union representatives to discuss his/her report, any potential hazards and preventive action required and assists employers and employees to understand the need to establish an effective self-inspection and self-compliance program within the workplace.

The branch arranges health surveys of industrial establishments in co-operation with the Occupational Health Branch.

On March 31, the Industrial Health and Safety Branch had a complement of 121, including one director, 110 field staff and 10 support staff.

1977-78 Activities

At the beginning of the 1977-78 fiscal year, the Occupational Safety Branch was responsible for both industrial and construction safety. When the Occupational Health and Safety Division was formed, the Occupational Safety Branch was split into two branches — the Construction Health and Safety Branch and the Industrial Health and Safety Branch.

During the year, officials of the Industrial Health and Safety Branch completed 42,582 inspections, a reduction from 1976-77 figure of 43,909. A total of 38,181 directions were issued, an increase of about six per cent.

The number of fatalities under the legislation administered by the branch increased from 34 to 48. Of the 48, 37 occurred in industrial workplaces; seven occurred at logging operations and four were recorded under the Canada Labour Code, for which the branch does inspection on behalf of the Canada Department of Labour.

The total of non-fatal accidents declined by about six per cent during 1977-78, from 79,339 during 1976-77 to 74,362 during 1977-78. Of the total number of accidents, about 62 per cent occurred in unionized workplaces.

R.J. Ogilvie Director

The Standard and Programs Branch was formed during 1977-78 to assist other branches of the Occupational Health and Safety Division in the development, implementation and evaluation of Occupational Health and Safety programs and policies. The branch works closely with the line operating branches of the Division — the Construction Health and Safety Branch, the Industrial Health and Safety Branch and the Mining Health and Safety Branch. The Standards and Programs Branch replaces the former Staff Branch.

Recruitment for the professional complement of the Branch began in August, 1977; and by the end of February, 1978, all but two positions had been filled. Despite the short time in which it has been in operation, the branch has done much to achieve its objective of assisting the operating line branches.

Programs are undertaken by four sections.

1977-78 Activities/Program Analysis and Evaluation

The Program Analysis and Evaluation Section co-operates with the operating branches to develop long-range goals, objectives, plans and priorities to modify, improve or extend occupational health and safety programs and budgets. By the end of 1977-78, mechanisms, processes and schedules for planning the Division's programs were designed by the Standards and Programs Branch, approved by the Division and implemented by the branches. MBRs (Management by Results objectives) were developed with individual branches. Implementation of the Ham Report recommendations is being reviewed and monitored on an on-going basis; four major status reports were produced during the year.

The section also co-ordinates the development, implementation, operation and evaluation of information collection and analysis systems. A major study of the Ministry's and Division's information and data needs has been initiated, together with an efficiency improvement study on existing data-preparation responsibilities. The section is responsible for a master filing system on employees and contractors, the editing and coding operations for the industrial safety computer systems and the data-entry, sorting, and distribution of Workmen's Compensation Board lost-time injury reports.

1977-78 Activities/Hazard Identification and Programming

The Hazard Identification and Programming Section, through research and study of occupational health and safety, of injuries and of probable hazards, determines the need for standards, guidelines, codes of practice and fact sheets. A Divisional task force has been established to recommend a list of priority occupational health and safety hazards and criteria for their selection; an interim list of priorities has been approved.

A policy document setting out standardized definitions of Standards, Guidelines, Codes of Practice, Schemes of Practice and Data Sheets as well as a consultative process for their development has also received Ministerial approval and been produced.

The section co-ordinates development and implementation of action plans for specific occupational health and safety hazards. During 1977-78, work began on the processes, mechanisms and formats for guidelines, codes of practice and action plans. The section co-ordinated development of draft regulations under The Occupational Health and Safety Act, Bill 70.

Plans to establish and maintain an on-going consultation process with internal and external groups having an interest in the control of a particular hazard were initiated by regular liaison with interested groups. Members of the section represent the Ministry on various research and standard-development committees of the federal and provincial governments and associated industrial, labour and internal agencies.

1977-78 Activities/Industry Sector Programming

The Industry Sector Programming Section consists of three teams — the Industrial Health and Safety, Construction Health and Safety and Mining Health and Safety Teams — which support the operating line branches and help ensure a consistent approach in their programs. The section examines characteristics of workplaces and occupations in each major program sector, the causes of accidents and injuries and co-ordinates the development of plans to improve health and safety of workers in each sector. These plans are then implemented by the operating branches.

A toxic substances survey form has been designed and implemented, in conjunction with the three operating line branches. A major project has been undertaken to assist operating branches to audit Internal Responsibility Systems in the workplace, which were recommended by the Ham Report. The section has also begun an assessment of the Division's training needs to develop models and recommend solutions. Work has begun with the Advisory Service to develop support for joint health and safety committees and representatives.

1977-78 Activities/Advisory Service

The Occupational Health and Safety Advisory Service co-ordinates the development of information on the status of health and safety in Ontario, in other Canadian jurisdictions and abroad, and makes this information available to interested parties. A number of publications have been produced and distributed in conjunction with the Ministry's Information Services Branch: *Workplace*, a quarterly newsletter on the Division's activities and occupational health and safety in other jurisdictions, *Introduction to the Occupational Health and Safety Division* and *Directory of Occupational Health and Safety in Ontario*.

Symbology was developed to be used for all Division publications to provide instant recognition and heightened awareness of the Division and its programs. Development of mailing lists of both internal and external groups and liaison with these groups has been undertaken.

About 50,000 copies of the proposed and amended Occupational Health and Safety Act, Bill 70, and 3,000 copies of the proposed regulations have been distributed.

The section is identifying, on an on-going basis, the information needs of internal and external groups and is implementing a number of programs to distribute information. The activities of the Division were advertised in all Ontario daily papers, offering the *Introduction to the Occupational Health and Safety Division* booklet.

A toll-free "hot-line" was implemented throughout Ontario to answer questions from the general public on complex biological, chemical or physical agents in the workplace. Questions are referred to a team of experts within the Ministry. This service was also advertised throughout Ontario.

To facilitate communications between the field offices and the head office in Toronto and to assist the field offices to implement their programs, the section co-ordinated installation of hard-copy transmission equipment and the purchase of videotape playback facilities and film projectors. A series of half-day seminars was organized to acquaint the field offices and other members of the Division with the activities of each of the new branches.

The section co-ordinated the May, 1977 consultation meetings on The Occupational Health and Safety Act and the March, 1978 meetings on extended coverage. Work was also initiated on a support and training program for joint health and safety committees and representatives. Requests for designation of joint health and safety committees were monitored, resulting in several committees being established voluntarily.

The section provides policy and administrative support services to the Applied Research and the Manpower Training and Development Awards Committees of the Provincial Lottery. During 1977-78, \$999,160 in awards were granted and are being monitored on an MBR basis with individual recipients.

Occupational Health Branch

Medical Service

Sources of Medical and Nursing Visits	No. of Visits
The Workmen's Compensation Board	135
Industrial Health and Safety Branch	30
Occupational Health Branch	400
Construction Health and Safety Branch	—
Mining Health and Safety Branch	—
Health Units	12
Physicians	10
Nurses	3
Companies	20
Unions	3
Anonymous	2
Other	4
Total	619

Medical Visits Completed	No.
Month	No.
April	18
May	16
June	19
July	14
August	14
September	18
October	21
November	18
December	21
January	24
February	32
March	20
Total Visits Completed	235
Outstanding Visits	52

Nursing Visits Completed	No.
Month	No.
April	2
May	13
June	14
July	31
August	10
September	36
October	27
November	33
December	40
January	23
February	31
March	42
Total Visits Completed	302
Outstanding Visits	30

Engineering Service

Source of Requests for Engineering Visits	No.
Ministry of Labour	
Industrial Health and Safety Branch	346
Construction Health and Safety Branch	1
Occupational Health Branch	584
Occupational Health Medical Service	12
Mining Health and Safety Branch	1
Industrial Chest Disease Service	32
Workmen's Compensation Board	219
Ministry of the Environment	4
Ministry of Health	2
Administration	1
Company	165
Union	16
Private Physicians	4
Anonymous	6
Other	4
Total	1397

Engineering Service Field Visits —					
Month	Requests Engineering	Field Visits		Total	Outstanding Visits
		A.Q.A.*			
April	77	58	19	77	0
May	130	67	15	82	48
June	120	87	32	119	1
July	100	56	17	73	27
August	100	72	27	99	1
September	89	62	30	92	-3
October	155	39	31	70	85
November	124	68	37	105	19
December	126	31	25	56	70
January	90	39	43	82	8
February	106	80	43	123	-17
March	180	92	77	169	11
Totals	1397	751	396	1147	250

* Air Quality Assessment

Occupational Health Branch (cont'd)

Occupational Health Laboratory

Analysis of Air Samples

In 1977-78 the following analyses were performed on air samples which were collected by the Air Quality Assessment Section of the Occupational Health Branch.

Type of Analysis	No. of Analyses
Lead	1375
Dust Weights	540
Iron Oxide	313
Chromium	279
Zinc Oxide	257
Mercury	225
Isocyanates	205
Nickel	185
Copper	155
Manganese	127
Fluoride	81
Beryllium	76
Oil Mist	62
Arsenic	52
Cadmium	36
Zinc Chloride	22
Zinc	14
Sulfuric Acid Mist	9
Cobalt	8
Free Silica	6
Asphalt Fume	6
Phenol	5
Toluene	4
Xylene	4
Benzene	4
Sodium Ferrocyanide	1
Total	4051

Analyses of Biological Samples

Type of Analysis	No. of Analyses
Lead in Urine	16,815
Lead in Blood	6,139
Mercury in Urine	2,435
Albumin in Urine	2,435
Fluoride in Urine	918
Blood Cholinesterase	786
Zinc in Urine & Blood	452
Arsenic in Urine, Hair & Nails	221
Cadmium in Urine	96
Copper in Urine & Serum	46
Phenol in Urine	27
Nickel in Urine	14
Manganese in Urine	5
Thallium in Urine	2
Chromium in Urine	1
Total	30,392

Analysis by Geohygiene Unit

Type of Analysis	No. of Analyses
Free Silica (Total)	1153
Qualitative Analyses of Minerals	34
Total	1187

Analysis of Materials

Type of Analysis	No. of Analyses
Beryllium	247
Free Silica	139
Solvents	92
Identification of Plastics	43
Asbestos	38
General Emission Spectroscopic	32
Talc	29
Lead	20
Chromium	20
Particle Sizing	15
Nickel	13
Cobalt	12
Ident. of Cutting Fluids	12
Fluoride	12
Alkalinity Measurements	11
Ident. of Cleaners	8
Isocyanates	7
Ident. of Oils	7
Copper	4
Ident. of Undercoatings	4
Manganese	3
Ident. of Chemicals	3
Acidity Measurements	3
Sulfur Dioxide	3
Organic Vapors	3
Ident. of Waxes	3
Identification of Powders	3
Ident. of Catalysts	2
Total Silica	2
Iron	2
Ident. of Lubricants	2
Ident. of Rubbers	2
Ident. of Insulation	2
Ident. of Fire Retardants	2
Ident. of Aerosol Propellants	2
Identification of Mould Spray	1
Ident. of Carburizer	1
Barium	1
Ident. of Paint Filler	1
Ident. of Fungicide	1
Zinc	1
Ident. of Moulding Powder	1
Phenol	1
Antimony	1
Analysis of Crab Shells	1
Vanadium	1
Mercury	1
Sodium	1
Ident. of Dust	1
Ident. of Soldering Flux	1
Benzene Solubles	1
Ident. of Acid	1
PCB's	1
Ident. of Rust Inhibitor	1
Flammability Test	1
Carbon Monoxide	1
Carbon Dioxide	1
Hydrocarbons	1
Total	825

The materials samples were received from the following sources:	
Occupational Health Branch:	631
Industrial Health & Safety Branch:	162
Mines Health & Safety Branch:	11
Health Units:	7
Workmen's Compensation Board:	6
Companies:	5
Special Studies & Services Branch:	2
Construction Health & Safety Branch:	1
Total:	825

Industrial Chest Disease Service
Statistics from January 1, 1977 — December 31, 1977

Respiratory Function Tests

	Number of Companies Surveyed	Number of Employees Examined
All inorganic dusts	191	7,231
Isocyanates	42	1,325
Organic Dusts:		
Cotton and Jute	6	1,168
Silica Dust:		
Southern Ontario Industrial Surveys	6	727
Total	245	10,451

**Tests Performed on Behalf of
Workmen's Compensation Board**

Lung Volume Measurements	313
Gas Transfer Measurements	238
Electrocardiograms	314
Exercise Stress	98

Chest X-ray Examinations

In silica exposure subject to the Silicosis Regulations	13,774
In silica exposure subject to The Mining Act	783
In silica exposure not subject to the Regulations	5,020
In exposure to isocyanates	1,469
In exposure to asbestos dust	3,570
In exposure to combination of asbestos and silica dust	1,693
* In other hazardous dusts	4,337
In no significant dust exposure	4,280
Sub-total	34,926
Health Centre and WCB Chest X-rays	5,360
Eldorado Nuclear Ltd.	885
Total	41,171

*Talc, nepheline syenite, beryllium, tungsten carbide, cobalt, cadmium, cotton, jute, hemp, etc.

Centres and Plants Visited

	Centres Visited	Plants Visited
Survey Clinics	116	577
Follow-Up Clinics	150	568
Special Clinics	5	9
Totals	271	1,154

**Issuance of Health Certificates
(Silicosis Act 1950)**

*New Applicants Examined	3,675
New Certificates Issued	3,637
Certificates Renewed	10,698
Certificates Cancelled	1
Certificates Refused	23

* The examination of new applicants involved the taking of 3,675 occupational histories.

**Plant Visits to Assess Exposure and/or
Introduce Medical Program**

Subject to the Silicosis Act	9
Subject to the Mining Act	4
Other Silica Exposure	12
Asbestos Exposure	11
Combined Asbestos & Silica Exposure	15
Isocyanate Exposure	6
Beryllium Exposure	1
Talc Exposure	4
Other Dusts	17
Total	79

Silicosis

Of 19,577 persons employed in various silica exposures, radiological evidence of silicosis was reported in 53. Thirteen of these were newly diagnosed in 1977.

	Previously Reported	Newly Diagnosed	Total
Simple Silicosis	30	10	40
Complicated Silicosis	10	3	13
Total	40	13	53

Asbestosis

Of 5,263 asbestos exposed persons examined radiological evidence of asbestosis was reported in 17. Eight of these cases were discovered in 1977.

	Previously Reported	Newly Diagnosed	Total
Asbestos Exposure	1	1	2
Asbestos/Sil. Exposure	16	7	23
Total	17	8	25

Other Pneumoconiosis

Radiological evidence of pneumoconiosis other than silicosis and asbestosis was reported in 2 persons as follows:

Hard metal pneumoconiosis	1
Talc	1
Total	2

Other Conditions Reported Upon

	Hazard	Non-hazard
Pleurisy, inactive	445	51
Pleurisy, w/effusion	1	0
Dust Effects, Uncomplicated	110	4
Dust Effects, with TBC	4	0
Heart abnormal	122	20
Aorta abnormal	178	21
Primary focus	518	81
Primary complex	190	28
Hilar calcification	284	31
Fungus infection	333	29
Pneumonia	13	1
Emphysema	40	3
Increased lung Markings	2,701	509
Sarcoidosis	11	0
Unspecified	1,082	142

Mining Health and Safety Branch
Statistics from January 1, 1977 - December 31, 1977

Inspection and Fatality Data

Number of Inspections	
In Mines	1,475
In Pits and Quarries	2,022
Total	3,497
Number of Workers	
Mines	39,593
Sand and Gravel Pits	4,119
Number of Fatalities	
Underground	10
Surface	1
Metallurgical	2
Sand and Gravel Pits	1
Total	14
Number of Underground Mines	66
Number of Surface Mines	23
Number of Pits and Quarries	3,010
Wire Rope Tests	964
Mine Rescue Stations	7
Mine Rescue Sub-Stations	19
Miners Under Training in Rescue	1,145
Pre-Development Review	72
Number of Directions issued	
for mines	2,799
for pits and quarries	1,275
Prosecutions	22
Convictions	8
Accident Investigations	388
Complaints	161

Industrial Health & Safety Branch

Inspection and Fatality Data

	1976-77	1977-78
Non-fatal Accidents Reported	79,339	74,362
Fatalities - Industrial Safety	29	37
Logging Safety	3	7
Canada Labour Code	2	4
Inspections	43,909	42,582
Direction Issued	35,975	38,181
Direction Completed	24,741	24,647
Revenue	\$783,451	\$705,583
Personnel	104	121
Convictions	102	67
Fines	\$ 53,530	\$ 34,934
Right to Refuse Work cases reported (Jan. to Mar.77)	32	79

Analysis of Non-Fatal Accident Reports
(figures in brackets refer to unionized industrial establishments)

Accident Group	Number of Industrial Establishments	Number of Employees	Number of Accident Report
Nil	51,840 (4,239)	401,434 (96,415)	Nil
1 - 5	12,836 (2,782)	371,700 (152,587)	23,470 (6,127)
Over 5	2,743 (1,772)	549,147 (435,504)	50,892 (40,340)
Total	67,419 (8,793)	1,322,281 (684,506)	74,362 (46,467)

Industrial Health and Safety Branch (cont'd)

Inspection by Industry including Distribution of Employees

Industry	Total Inspections	Production Employees	Administrative Employees	Employees Total
Agriculture, forestry, fishing, mines	89	3,775	744	4,519
Meat, dairy, beverage, other food processing	1971	64,899	15,317	80,216
Tobacco	23	2,697	451	3,148
Rubber products manufacturing	252	31,579	4,771	36,350
Leather processing manufacturing	266	12,590	2,466	15,056
Textile industries	531	22,500	4,933	27,433
Knitting mills	92	5,309	767	6,076
Clothing industries	388	22,921	3,286	26,207
Sawmills, veneer, plywood sash, door, other wood ind.	1829	22,200	4,452	26,652
Furniture, elect. lamp, shade mfg.	1214	17,656	3,870	21,526
Paper manufacturing, converting	888	33,685	8,921	42,606
Printing, publishing	1106	31,374	12,112	43,486
Primary metals, aluminum copper, rolling casting, extruding	809	54,191	8,161	62,352
Metal fabricating	4486	97,680	25,847	123,527
Machinery, equipment mfg.	1087	35,188	19,981	55,169
Transportation, equipment mfg.	1354	86,463	18,170	104,633
Electrical products mfg.	1163	53,689	24,409	78,098
Non-metallic prod. mfg., cement, clay, asbestos, glass	1067	22,058	6,288	28,346
Petroleum, coal products	79	3,279	2,381	5,660
Chemicals, chemical products	1094	25,716	14,271	39,987
Misc. mfg., scientific equipment, jewellery, brooms, plastic fabricator	1698	36,156	11,404	47,560
Construction industry	1345	23,158	9,025	32,183
Transportation, truck, railway, air, water	1016	43,006	10,245	53,251
Storage	535	7,606	3,832	11,438
Communications, radio, television, telephone, post office	320	32,111	7,985	40,096
Utilities, gas, water, electric, sewage	416	21,465	5,207	26,672
Wholesale trade	3960	70,745	35,938	106,683
Retail trade	9790	261,693	126,298	387,991
Finance, insurance	437	16,015	17,983	33,998
Education	31	2,731	1,446	4,177
Health, welfare	129	7,052	961	8,013
Religious organizations	-	-	-	-
Motion picture, recreation	49	1,443	391	1,834
Service to business, advertising, engineering, legal	161	6,364	4,362	10,726
Personal service, shoe repair, barber, laundries, restaurants	1275	57,550	7,695	65,245
Misc. service, photography, blacksmithing, welding, building services	707	9,024	4,125	13,149
Government, federal, provincial, local	925	76,713	27,984	104,697
Undefined activity	-	-	-	-
Total Inspections	42582	1,322,281	456,479	1,778,760

Directions Issued under the Industrial Safety Act

The code for the directions is as follows: A) Canada Labour Safety Code; B) Loggers' Safety Act; C) Tags, Time Limit, etc.; D) Submission of Plans; E) Responsibilities, etc.; F) General; G) Premises; H) Lighting, Heat and General Ventilation; I) Fire

Prevention and Protection; J) Machine Guarding; K) Electrical Equipment and Explosive Actuated Tools; L) Material Handling; M) Environmental Hazards; N) Maintenance and Repairs; O) Sanitation; P) Personal Protective Equipment; R) Exits

Industry	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	R	Total
Agriculture, forestry, fishing, mines	32	490	2	1	4		5			26	2	11	6	4	1	5	5	594
Meat, dairy, beverage, other food processing	249	1	36	7	43		334	57	35	860	57	215	51	88	8	178	182	2401
Tobacco					4		17		1	18		8	2			3	1	54
Rubber products manufacturing			6		30	2	112	19	20	230	9	47	63	18	3	32	27	618
Leather processing manufacturing			13		2		34	6	13	194	18	9	13	5		27	26	360
Textile industries			26	2	16		199	17	21	420	29	60	22	34	5	70	62	983
Knitting mills					2		13	2	1	42	2		3	10	1	9	13	98
Clothing industries	1		4		7		17	3	2	71		1		7	2	24	36	175
Sawmills, veneer, plywood sash, door other wood ind.		46		14	24		177	25	73	611	33	66	91	60	6	101	99	1426
Furniture, elect. lamp, shade mfg.		65		2	22		144	43	98	470	31	55	97	14	2	121	122	1286
Paper manufacturing, converting		28		1	45	1	395	24	60	653	21	201	57	77	9	114	123	1809
Printing, publishing			18	1	15	7	126	20	112	377	24	57	39	38	6	63	52	955
Primary metals, aluminum, copper rolling casting extruding		38		8	38	5	465	40	34	357	29	209	282	70	21	124	44	1764
Metal fabricating		272		17	104	7	738	77	183	2371	120	643	367	141	20	515	255	5630
Machinery, equipment mfg.		48		1	49	2	209	34	80	414	34	197	112	41	10	117	83	1431
Transportation, equipment mfg.	4		97	5	45	1	458	39	82	937	61	308	203	75	11	193	128	2647
Electrical products mfg.		62		4	47	1	288	66	93	771	46	260	154	50	12	218	148	2220
Non-metallic prod. mfg. cement, clay, asbestos, glass		35		10	30	7	277	47	30	378	31	146	138	46	9	73	62	1319
Petroleum, coal products		5		1	4		64		6	57	12	34	5	3		6	7	204
Chemicals, chemical products	1		35		4	12	461	30	164	454	29	198	267	65	5	76	113	1962
Misc. mfg. scientific equipment, jewellery, brooms, plastic fabricator		74		7	35	2	298	37	126	697	53	194	168	49	9	180	182	2111
Construction industry		20		9	13		64	2	17	155	22	62	37	19	4	15	26	465
Transportation, truck, railway, air, water	143		3	6	5		49	11	15	26	6	32	16	12	1	12	27	364
Storage	98		3	1	8		43	24	10	52	1	56	4	5	4	12	42	363
Communications, radio, television, telephone, post office	80						3	1		1	2		3			1	3	94
Utilities, gas, water, electric sewage			1		3	1	77	8	8	47	6	38	21	14	1	7	15	247
Wholesale Trade	47	1	61	21	45	4	326	33	70	443	54	297	71	64	8	165	252	1962
Retail Trade	2		101	43	78		361	107	228	313	138	383	204	39	8	157	651	2813
Finance, insurance	3		6	11	2		33	26	7	77	2	6	4	2	1	1	90	271
Education	9						5		13	6		2	2			2	1	38
Health, welfare	5		3				9	3	1	28	1	4	4	4	3	2	2	69
Religious organizations																		
Motion picture, recreation			1	5	1					1							2	10
Service to business, advertising, engineering, legal				1	3		6	3	2	6	1	3	3	1		1	3	33
Personal service, shoe repair, barber, laundries, restaurants			7		7		57	26	13	85	4	17	10	3	1	18	51	299
Misc. service, photography, blacksmithing, welding, building services			5	3	3		29	4	10	51	9	40	12	3		15	15	199
Government, federal, provincial, local	191		9		5	2	79	8	38	145	8	56	36	13	6	9	79	684
Undefined activity	1		1		2		6	1		4	1	1	2	1	1	1	1	23
T=1	966	402	1131	185	789	54	5978	843	1666	11948	896	3923	2577	1058	178	2667	3030	38181

Construction Health and Safety Branch
Inspection and Fatality Data

	1976-77	1977-78
Number of Inspections	61,546	66,663
Number of Directions	38,318	42,592
Number of Other Calls	3,401	2,271
Number of Inspections Where No Directions	41,902	46,923
Number of Convictions	618	536
Total Fines	\$179,712	\$178,855
Number of Fatalities	39	42
Number of Complaints Investigated	764	1,047
Number of Accidents Investigated	532	624
Number of Promotional Calls	348	396

Underground Project Inspection Summary

	Projects Under Inspection	Completed During Year	C/F to Next Year	Length of Tunnel feet		Projects Under Compressed Air	No. of Inspections	No. of Directions	No. of Inspections with no Directions
				Less than 60" Diam.	60" Diam. and over				
Long Tunnels	107	69	38	6,255	34,964	9	1,358	485	1,086
Short Tunnels (Under 50')	22	19	3	578	305	-	105	30	95
Jacked Tunnels	32	26	6	3,572	2,009	-	145	49	127
Other Underground Structures	5	4	1	N/A	N/A	-	10	-	10
Totals:	166	118	48	10,405	37,278	9	1,618	564	1,318

Projects Under Compressed Air

No.	Contractor	Location	Pressure		No. of Decompressions			No. of Cases of Decompression Sickness
			Min.	Max.	Shift Workers	Supervisors and others	Total	
75/132	Mole Construction Co.	Thunder Bay	2	13	2,096	1,910	4,006	-
76/15	Kilmer Van Nostrand Co. Ltd.	Toronto	8	19	5,776	1,370	7,146	-
76/21	Ontario Underground Const. Ltd.	Toronto	6	10	317	306	623	-
76/99	McNally & Sons Ltd.	Ottawa	6	14	815	256	1,071	-
*76/160	Cristan Const. Ltd.	Toronto	6	12	289	156	445	-
*77/5	Angelloti Contr. Ltd.	Timmins	6	10	273	131	404	-
77/12	McNally & Sons Ltd.	Toronto	5	7	846	356	1,202	-
*77/25	Dibco Underground Ltd.	Pickering	6	10	165	83	248	-
77/48	G.A.P. Const. Co. Ltd.	North Bay	5	6	110	26	136	-
Total					10,687	4,594	15,281	-

*Projects Still In Progress April 1, 1978

75/132

76/15 These Jobs are using C.S.A.

76/99 Standard Z275.3 - 1974

76/160 Occupational Safety Code

77/5 For Construction Work

77/12 In Compressed Air.

77/25

77/48

No Cases of Bends Reported for 1977-78

Marnie Clarke Acting Executive Co-ordinator

The Women's Programs Division is responsible for co-ordinating existing and proposed policies and programs to improve the status of women throughout the province. The Office of the Executive Co-ordinator, Women's Programs, provides direction to the Women's Bureau and the Women Crown Employees Office.

The Executive Co-ordinator is the senior official in the government responsible for promoting equal opportunity for women in the public and private sectors. The Executive Co-ordinator is a member of both the Ontario Status of Women Council and the Ontario Civil Service Commission. Appointment to these two bodies ensures that provincial government programs for women and the initiatives of the government as an employer are linked together and that access to the government service and to the private sector in matters affecting women are co-ordinated.

The Office of the Executive Co-ordinator has been vacant since September 1, 1976. Marnie Clarke, Director of the Women's Bureau, was assigned the responsibilities and staff of the Executive Co-ordinator's Office until it was decided to eliminate the Office and re-allocate its resources and responsibilities to the Women's Bureau and the Women Crown Employees Office in November, 1977.

1977-78 Activities

The Acting Executive Co-ordinator represented the Women's Programs Division at meetings of the Affirmative Action Council and Executive as well as federal/provincial meetings on issues of concern to women.

A paper entitled *Corporate Issues*, was presented to the Civil Service Commission, on behalf of the Affirmative Action Council. This paper considered corporate policies across government designed to further improve the status of women Crown employees. The Executive Co-ordinator also presented a submission to the Management Board of Cabinet reporting on the status of MBR (Management By Results) plans for the programs of Women's Advisors in the Ministries.

Marnie Clarke Director

The Women's Bureau was established in 1963 to provide a centre for study and action which focuses on issues relating to women in the paid labour force. During the past 15 years, the number of women employed outside their homes in Ontario has increased dramatically and recently reached 1.6 million.

The resources of the Bureau have been adapted to meet the needs of this expanding client group with changing concerns. The issues that now arise most frequently in letters and telephone queries are equal pay, unemployment, employment counselling, sex discrimination and sexual harassment.

The Bureau functions in a variety of ways, developing new initiatives as well as responding to public requests for information, referrals, advice and assistance. The status of working women and issues of concern to them are topics for on-going research and analysis. New publications are developed as the need becomes apparent. An advisory service provides employers with encouragement and assistance in establishing programs for the full utilization of the abilities of female employees. Counselling agencies and groups working with low-income, native and immigrant women are supplied with programming assistance. In addition to such outreach activities, the Bureau prepares, for government consideration, studies and policy recommendations relating to the enactment and enforcement of labour legislation affecting women.

During 1977-78, the Director and other staff participated in a number of Ministry committees, providing input on the development of policy affecting the employment of women.

The Bureau co-ordinated and administered the Ministry's "Equal Pay/Equal Opportunity Conference" which took place in Toronto, January 16 and 17, with over 250 participants. The aim of the conference was to bring together experts from Canada, the United States, and the United Kingdom to discuss their distinctive approaches to the problems of women in employment in general and to equal pay/equal opportunity legislation and enforcement in particular.

The Director of the Women's Bureau chaired the newly formed Women's Policy Committee of the Canadian Association of Administrators of Labour Legislation (C.A.A.L.L.). As its first project, this committee chose to examine equal pay legislation across the country. The Ontario Women's Bureau co-ordinated the study entitled *Equal Pay in Canada/L'égali   de r  mun  ration au Canada*.

During the 1977-78 fiscal year, the Women's Bureau operated with a complement of 13, a director, co-ordinators of research, affirmative action and communications, a community liaison officer, an employment counselling consultant, two affirmative action consultants and five support staff. The Bureau's complement was increased this year from nine, with the regularization of two affirmative action consultants and two support staff.

1977-78 Activities/Research and Communications

As in previous years, demand for publications and information on issues pertaining to labour legislation continued to increase. A total of 248,608 copies of general Bureau publications was distributed to the public on request in addition to 5,478 copies of affirmative action materials.

In response to ever-increasing public demand for more accurate information on job options, the Bureau undertook the task of updating the existing series of *Career Selector* booklets. The number of careers included was greatly expanded, the information was updated and a seventh booklet, *Trades & Industry*, was added.

The Bureau revised the brochure *Pregnancy Leave* and updated *Labour Unions*, one in its series of *Women in the Labour Force* fact sheets. A paper, *Pregnancy Leave in Ontario: A Policy Discussion*, was made available for general distribution. A co-operative research project was undertaken with the Ontario Federation of Labour, preparing curriculum materials on women's participation in labour unions for use in schools.

The *Women's Bureau Newsletter* is mailed to over 6,000 individuals and organizations. It has developed into a valuable source of information on the labour market and legal issues for the women of Ontario.

Staff were in great demand for speaking engagements throughout the province. Approximately 100 speeches and presentations were made during 1977-78; more than 40 media appearances and interviews occurred during the year.

In response to several hundred letters, the Bureau provided legislative, historical and vocational information, as well as referrals, for individuals around the province. Assistance was provided to individuals and groups for a variety of projects, studies and forums on the status of women. Staff officers served as consultants on such projects, and acted as workshop leaders or resource persons. Staff handled an average of 500 telephone queries per week, providing information, assistance and referrals.

1977-78 Activities/Affirmative Action Consulting Service

The Affirmative Action Consulting Service was established within the Women's Bureau in 1975 to provide resources and expertise designed to encourage employers to establish formal affirmative action programs. A further goal is to increase awareness of the need for wider career options for women.

With these ends in mind, Women's Bureau consultants have provided information on affirmative action to 265 employers and have met personally with about 170 of them. Affirmative Action consultants have also initiated contact with management consultants, employee associations, labour organizations and trade unions, providing information and advice.

During the past year, the Affirmative Action program has undertaken a number of new initiatives. In June, 1977, it co-sponsored, with five private sector employer-clients, a major workshop, "Managerial Approaches To Affirmative Action For Women Employees", for personnel practitioners. A quarterly *Newsletter on Affirmative Action* was launched in March, 1978. In addition, staff developed a number of new publications and bibliographies dealing with Affirmative Action and related issues. An *Interim Report* documenting the first 30 months of the program has been widely requested, particularly by other jurisdictions which see Ontario's program as a prototype.

Liaison and interaction with staff of federal government Affirmative Action initiatives were increased during the year. An intensive program directed at Ontario universities was undertaken and an active outreach program to boards of education is in the research and development stage.

1977-78 Activities/Resource Centre

The Resource Centre serves as an information source for individuals interested in researching issues related to women in the work force. The centre is open to the public during regular office hours and contains a variety of materials, including research papers, theses, bibliographies and reports, as well as newspaper clippings.

During the past year, more than 200 persons made use of these facilities. The centre also provides officers of the Bureau, the Ministry and other government Ministries with background material for reports and speeches.

The Resource Centre has audio-visual materials available on loan to schools, colleges and organizations. The collection is steadily growing and now includes 17 films and filmstrips on such topics as the history of Canadian women, sex-role stereotyping, career choices and affirmative action. About 500 groups made use of this lending service during 1977-78.

1977-78 Activities/Employment Counselling Advisory Service

The employment counselling consultant provides ongoing advice and program development assistance to community-based counselling agencies throughout the province. Numerous contacts were renewed following the distribution of the *Job Search* booklet on career planning and job search techniques. Staff participated in a number of workshops, seminars and conferences, providing information about labour legislation, labour force statistics, job market conditions and innovative developments in counselling.

The employment counselling consultant was also responsible for the co-ordination of the *Career Selector* in its pre-publication stage, including updating existing information, initiating employer contacts and consulting with other government agencies.

A new outreach initiative of the Women's Bureau was the Summer Student Employment Program. The goal of the program was to assist agencies dealing with employment-related counselling and information needs of women. Under the Youth Secretariat Experience '77, program salaries were paid by the government, while sponsor agencies provided a meaningful work experience for students. The Employment Counselling Advisory Service co-ordinated this summer program, establishing guidelines for program proposals, contacting potential sponsor agencies, assessing proposals, interviewing and hiring students, organizing a training seminar, monitoring projects and preparing a final report. The summer student program augmented the Bureau's existing outreach to community agencies and provided additional support to those agencies.

1977-78 Activities/Immigrant, Low-Income and Native Women

This outreach program has two objectives. First, it informs immigrant, native and low-income communities, often in their own languages, of existing labour legislation. Second, by developing close liaison with various community-based agencies and organizations, the community liaison officer identifies their needs related to women and employment. In order to achieve these long-term goals, new community contacts must constantly be developed and established ones maintained.

The program's latest undertaking has been the translation into Chinese of basic information about the rights of women in the labour force. Other translations are planned in addition to the existing French, Greek, Italian, Portuguese, Spanish and Cree materials.

With the co-operation of the Toronto Boards of Education, translations of labour legislation were distributed through the schools to the homes of immigrant women during 1977-78.

The Bureau's Summer Student Employment Program included sponsors from several immigrant aid agencies, selecting appropriate student candidates and supervising their work.

Rita Burak Director

The Women Crown Employees Office (WCEO) was established in April, 1974, to implement the recommendations of the 1973 Green Paper, *Equal Opportunity For Women in Ontario: A Plan For Action*, related to improving the status of women employed in the provincial government.

The long-term objective of the Ontario government's internal affirmative action program is to raise and diversify the occupational distribution of women crown employees. The WCEO is responsible for stimulating and facilitating government-wide policies and practices to achieve this objective and for monitoring and evaluating progress.

The WCEO's client group includes the Ministries and Crown agencies of the provincial government and, through them, the women who work directly in the Ontario Public Service or are employees of Crown agencies, such as the Workmen's Compensation Board.

The office has a complement of six — one director, three program development officers and two support staff.

1977-78 Activities/Affirmative Action

Resource materials on affirmative action by the WCEO provided technical advice and assistance to Ministries and Crown agencies as they developed and evaluated affirmative action plans. The office also provided the secretariat to the Affirmative Action Council of women's advisors.

The WCEO organized the monthly Affirmative Action Council meetings and sponsored a one-day workshop for women's advisors on the preparation of affirmative action plans using the Management By Results (MBR) process. The office also provided ongoing support to, and participated in, Affirmative Action Council task forces.

1977-78 Activities/Education and Information

A Resource Centre of comparative information on affirmative action is maintained by the WCEO and is available to Ontario government employees working on affirmative action projects.

WCEO staff participated in a variety of internal speaking engagements in order to increase understanding of the goals of the government's affirmative action program. These included regular presentations to the Civil Service Commission's "Current Issues" and "Program Executive" management courses. The office published its monthly "Women On The Move" column in the government's in-house newspaper *Topical* and produced two new publications: *The Career Campaign Guidebook* and *A Guide to Monitoring of Staffing in the OPS*.

In co-operation with the Affirmative Action Council, the WCEO jointly sponsored a series of noon-hour sessions on "Equal Pay Issues", "Women Into Management", "Family Law Reform" and "Male Liberation".

1977-78 Activities/Research & Monitoring

The WCEO collected and prepared information from each Ministry and Crown agency for the *Annual Report on the Status of Women Crown Employees*. The office also analyzed each Ministry and agency affirmative action plan and distributed a semi-annual data package, comparing the salaries and occupations of women in the Ontario government, to all Ministries. A pilot project to investigate the feasibility of developing more effective evaluation techniques for assessing the affirmative action program was initiated, utilizing the internal affirmative action program within the Ministry of Labour.

1977-78 Activities/Experience '77

As part of the Ontario Youth Secretariat's Experience '77 program, the WCEO offered a summer employment program which placed 35 students in Ministries and Crown agencies to work on a wide range of affirmative action projects.

D. J. Morgan
Executive Director

The Administration Division is responsible for providing administrative support for the operating branches of the Ministry. The support activities consist of Finance, Personnel, Systems and ADP, Administrative Operations and Internal Financial and Management Auditing.

G. A. Webster
Director

The Finance Branch provides a complete range of accounting and financial advisory and consultative services to management, employees, customers and suppliers of the Ministry of Labour. The branch liaises with all other branches of the Ministry, Management Board Secretariat, the Provincial Auditor and all other Ministries.

There are five program areas:

- Administration
- Revenue
- Budget and budgetary control
- Accounts payable
- Payroll

The branch complement during 1977-78 was 30.

Administration

This service includes the provision of accounting and financial advisory and consultative services as required.

Revenue

In addition to recording, depositing and reporting all revenue received, this section also administers the accounts receivable system.

Budget and Budgetary Control

This section compiles estimates and prepares the annual budget, controls and reports on expenditures and prepares monthly financial reports and statements.

Accounts Payable

This section administers the processing and payment of supplier's invoices, employee travel expenses and internal financial transactions.

Payroll

In addition to providing regular payroll services, this section is also responsible for maintaining attendance credit reports to each employee.

Finance Branch (cont'd)

1977-78 Activities

	General Expenditure	General Revenue
Ministry		
Administration	\$ 7,223,000	\$
Industrial Relations	2,316,000	6,000
Women's Programs	601,000	
Occupational Health and Safety	17,728,000	4,758,000
Employment Standards	2,801,000	150,000
Ontario Manpower Co-ordinating Committee	230,000	
Human Rights Commission	1,377,000	
Labour Relations Board	2,011,000	
Credits		40,000
Total	<u>34,287,000</u>	<u>4,954,000</u>

N. E. Mayne Director

The Personnel Branch manages the Ministry's most valuable resource — the human resource. During 1977-78, the recruitment, classification, development and counselling of the Ministry's employees required a Personnel Branch complement of 16, consisting of nine professional and seven support staff. The branch operates on a specialist basis with a director, three recruiting officers, one training officer and one benefits officer, supplemented by clerical support and part-time specialists as required.

1977-78 Activities/Recruitment

The formation of the Occupational Health and Safety Division required the recruitment of 150 new positions with 30 additional positions for administrative support. This activity, together with on-going recruitment in other Ministry branches, required continuous maximum output of the Recruitment Section. However, an effective selection and orientation was provided for the branches.

Recruiting difficulties were encountered in some of the occupational health and safety classifications. Qualified hygienists, medical and nursing consultants are in short supply as industry is demanding more qualified personnel in these areas. Canadian universities are just now providing courses to satisfy this increased demand.

A total of 804 applications were processed in order to recruit 68 students for the Ministry's regular student program; 799 applications were processed to hire 55 students for the Students Training in Industrial Relations (STIR) program; 6,754 applications were processed to fill 224 positions in the Experience '77 Program. Students were hired by selection boards which interviewed three students for each vacancy.

Regular Competitions

Number of competitions run	394
Number of applications	5,306
Number of candidates interviewed	1,652
Number of persons hired	377

Summer Student Recruitment

Regular summer student applications received	804
Regular summer students hired	68
STIR applications received	799
STIR student hired	55
Experience '77 applications received	6,754
Experience '77 students hired	224

1977-78 Activities/Classification

The Classification Section provides consultative service to management on organizational planning and development and is responsible for the classification of all positions in the Ministry.

During the fiscal year 1977-78 the following were the major areas of involvement:

Occupational Health and Safety Division

This Division, established during the last quarter of the previous fiscal year, remained as our major area of involvement with most of the branches within the Division requiring a considerable amount of our time.

Standards and Programs Branch

This was a new branch established with the Division, centred around the former Staff Support Branch. A completely new organization was developed, encompassing many new positions in the professional, technical and senior administrative areas. This required the establishment and classification of a number of new positions.

Occupational Health Branch

This branch, transferred to the Ministry late in the 1976-77 fiscal year, was split and a new branch, Special Studies and Services, was established. Some minor reorganizational changes were required with new positions and classifications being established.

Special Studies and Services

This new branch was established out of part of the former Occupational Health Branch. There were minor changes required in the organization with corresponding changes in the areas of position specifications and classification.

Mining Health and Safety Branch

A complete re-organization was completed, with the branch being established on a regional concept. This required that the majority of positions in the branch be re-written and that many new position specifications be prepared and classified.

Industrial Health and Safety Branch

A minor change was made in the organization of the branch requiring new organization charts and supporting position specifications.

Staff Support — Advisory Council on Occupational Health and Occupational Safety

This new branch was established, replacing the former Staff Support Branch of Labour Safety Council. Minor changes were required in the re-organization and in the supporting position specifications.

Industrial Relations Division

Conciliation and Mediation Service

A new organization chart and supporting position specifications were established for the new Technical Services Section of the Conciliation and Mediation Service, under an Associate Director.

Research Branch

The re-organization of the Research Branch was completed and all positions in the branch re-written and classified.

Conversion to the Broadbanding Program

The conversion of management positions to the broadbanding classification system is proceeding according to schedule. The major emphasis has been on the professional, administrative and technical groups, with others being converted as additional groups and modules are established by the central agency.

1977-78 Activities/Staff Development

The Staff Development Section is responsible for the training and development activities of the Ministry, including in-house courses conducted by professional associations and private trainers. It also administers the tuition assistance program for part-time studies.

In-House Courses

The Ministry's active program of in-house offerings was expanded during 1977-78, to include an "Advanced Transactional Analysis" course for staff members who found the introductory TA course beneficial and who wished to increase their knowledge in this subject. Other in-house courses continued to provide training in "Receptionist Skills", "Business English", "Effective Speaking" and "Introductory Transactional Analysis". A total of 143 Ministry participants attended these courses.

Civil Service Commission Courses

The Civil Service Commission offers a wide variety of workshops in the areas of "Management Development", "Problem Solving" and "Decision Making", "Communication Skills" and "Professional Skills". These form an important part of the Ministry's staff development activities. The workshops are normally conducted at the Ontario Public Service Staff Development Centre near Barrie or in Toronto. During 1977-78, 90 Ministry employees attended these courses.

External Courses

Courses offered through professional, management development and other organizations provide specialized training not normally available from the Civil Service Commission. During 1977-78, 42 Ministry employees attended such courses.

Tuition Assistance

Educational institutions, such as colleges and universities, are a rich source of work-related and personal-interest courses. In order to encourage staff to participate in these courses, the Ministry offers tuition assistance for work-related courses. During 1977-78, 110 employees took advantage of such opportunities to pursue career improvement goals by taking courses leading to degrees, diplomas and certificates.

In administering the tuition assistance program, the Staff Development Section conducted, on the average, approximately 10 counselling interviews per month during 1977-78.

1977-78 Activities/Employee Counselling

During the fiscal year, 139 employees severed their connection with the Ministry for the following reasons:

Transferred to other sections of the Ontario Public Service	27
Received better paid positions	25
Retired	23
To continue education	5
Deceased	4
Home responsibilities	4
Moved from area	4
Unsuitable	4
Ill health	2
Dissatisfied with branch policies	1
Entered own business	1
Transportation problem	1

In addition, 38 casual employees left when their contracts expired or when they secured permanent positions.

The branch continued the pre-retirement program for Ministry employees and their spouses. The program dealt with money matters, health, living accommodation and conditions and the beneficial use of time after retirement. It was conducted by persons knowledgeable in the various subjects and seemed much appreciated by all who attended.

The branch continues to assist employees in securing health benefits and makes every effort to ensure that all possible steps are taken to expedite insurance claims and death benefits.

The employee counsellor acted as Chairperson for the United Appeal and the Cancer and Heart Campaigns. Both were quite successful and again demonstrated the generosity and concern of Ministry employees.

Due to shortage of blood in the Red Cross Blood Bank, two blood donor clinics were held; both were highly successful.

The number of personal problems seemed to be fewer than in the past, due in part perhaps to better communication between employees and management.

Close liaison continued during 1977-78, between our Ministry and the Employee Health Services Branch of the Ministry of Government Services. The Employee Benefits Branch of the Ministry of Government Services has also been most co-operative and helpful in arranging settlements and in providing us with information when making claims.

W.H. Lehman Director

The goal of the branch is to provide a systems development, design and implementation service to a wide variety of clients on an efficient cost/benefit basis while maintaining a high level of confidence in customer/client relationships.

This service includes:

- consultation
- feasibility studies
- systems and programming specification and documentation
- procedures
- training
- scheduling and regular processing of operational systems
- quality control
- data entry

The branch services the following clients:

Ministry of Labour

Occupational Health & Safety Division

- Industrial Health & Safety Branch
- Construction Health & Safety Branch
- Mining Health and Safety Branch
- Special Studies and Services Branch (6) projects
- O.H. & S. General (4) projects, (3) potential
- O.H. & S. Division-wide (4) projects or areas.

Development of new areas in the Occupational Health & Safety Division is proceeding.

Research Branch

There are at present 31 active projects; 15 are operational or new and will be ongoing, that is, processed regularly on a periodic basis, and 16 are of a one-time nature.

The branch is continually involved in 40 to 60 Research Branch projects in any one year, which range in scope and complexity between a total cost of less than \$500 to more than \$20,000.

Ontario Labour Relations Board

Annual report (ANRE).

Women's Division

Women on the move (WOTM), ongoing.

Ontario Human Rights Commission

Two operational systems.

Ministry of Consumer & Commercial Relations

- Pressure Vessels Branch (2)
- Elevating Devices Branch
- Operating Engineers Branch
- Energy Branch (2)
- Finance and Program Evaluation Branch

Ministry of Colleges & Universities

- Industrial Training Branch (2)
- (i) tradesmen's certification and renewal
 - (ii) apprenticeship training program and Community College scheduling.

The branch has 10 systems and programming staff, on contract from the Ministry of Government Services. It also has between one and four systems and programming staff on contract from outside of the Ontario Public Service. There are also 22 production and control technical data entry and clerical positions.

1977-78 Activities/Budget

Gross	\$1,068,700
Recoverables — CCR	179,000
Recoverables — C & U	134,300
Net Labour	\$ 755,400

Economy of scale advantages in servicing areas previously developed, which are no longer in this Ministry, resulted in a saving of about 13 positions. Volume discount processing saved an additional \$35 - \$40,000 per year.

The following significant technological improvements were introduced during 1977-78:

- The branch moved to Remote Job Entry and Key Disc techniques, which improved productivity by about 25%, at a saving of \$45 - \$50,000 per year. Systems optimization after conversion to IBM 370/168 has resulted in a saving of up to 40% in processing of research-type projects, but *not* in commercial-type of applications.
- Further development of LINK (Linkage with Extended and Modified Software Package Programs) in-house software has resulted in considerable saving as far as custom programming is concerned.

1977-78 Activities/Processing

Input

Approximate Volume: 2.5 million records, an increase of 30% compared to 1976-77.

Jobs Submitted to Q.P.C.B. *

There were 6,870 jobs submitted, all via Remote Job Entry, a decrease of 18% compared to 1976-77. Optimization has resulted in more input and output production with a decrease in job submission.

Output Lines Printed

Q.P.C.B.*	* 44,768,600	Increase of 20% compared to 1976-77.
Labour RJE**	<u>22,823,200</u>	Increase of 138% compared to 1976-77.
	* 67,591,800	Net increase of 44% compared to 1976-77.

Estimated budget expenditures by broad category resource breakdown for 1977-78 is as follows:

Systems Development & Maintenance	\$385,500
Data Entry, Production & Control	281,700
Computer Costs Q.P.C.B.	295,000
Administration, Supply Travel, etc.	106,500

Through improvements accomplished and delay in projected plans, there will be an under-expenditure primarily in S & P Costs and computer costs for 1977-78.

Considerably increased scope and activity has already commenced and should be significant in the 1978-79 fiscal year. This is principally because of the large number of diverse programs which will require S & E.D.P. support in the Occupational Health and Safety Division, plus, of course, the increased maintenance function.

- * Queen's Park Computing Branch
- ** Remote Job Entry

R. R. Hogarth Manager

Administrative Operations provides administrative support services to the Ministry's line and staff operations in both the Head Office and 10 district office locations, plus 11 Mining Health and Safety Branch offices located throughout the province.

Support services provided include records management, purchasing, inventory control, warehousing and supply, reprographics, mailing, office accommodations and transport.

Administrative support is provided for the Ministries of Consumer and Commercial Relations and Colleges and Universities in those district offices where premises are shared.

Reporting to the Executive Director of Administration, the Manager of the Administrative Operations Branch is assisted in the operation by a records management officer, two purchasing officers, a supervisor of office services, a supervisor of reprographics, an accommodation officer, 10 district office managers and 75 clerical and technical staff.

1977-78 Activities

During 1977-78, emphasis has been placed on the provision of accommodations for the enlarged Ministry. In many locations, alternative or enlarged premises were required. In conjunction with the Ministry of Government Services, some of the field locations were relocated and an alteration program implemented and/or completed. The scope of the accommodation program, however, has dictated that it be carried over into the 1978-79 fiscal year.

During 1977-78, the Occupational Health Branch, the Special Studies and Services Branch and the headquarters operations of the Mining Health and Safety Branch, were relocated to the Ministry's headquarters at 400 University Avenue. The alterations program for this location is also continuing.

A major laboratory facility is under construction for the Radiation Protection Section of the Special Studies and Services Branch and negotiations are underway for new laboratory facilities for the Occupational Health and Safety Division. These are negotiated and co-ordinated by Administrative Operations on behalf of the Division.

There has been a substantial growth in the workload of the reprographics unit. In the last quarter of 1977-78, the impression volume increased by 37.8% over the same period in the 1976-77 fiscal year. This trend, which began after all headquarters operations were finally housed at 400 University Avenue, is expected to continue. The projected volume for 1978-79 is 12,000,000 impressions.

The substantial complement increases experienced by many of the Ministry's branches and commissions have resulted in increased workloads in all areas of the branch's activities. Additionally, changes to the managerial structure of the Occupational Health and Safety Division at the district and field office level, has placed increased pressures on the clerical support staff. To this point, they have been able to respond satisfactorily. Procedures and staffing levels will be constantly under review in the 1978-79 fiscal year to ensure that a proper level of support is maintained.

The Assistant Deputy Minister of Program Analysis and Implementation monitors existing programs and policies to determine their effectiveness and assists in the development of new legislation, policies and programs to achieve Ministry objectives.

The Assistant Deputy Minister is also responsible for the activities of the following branches:

- Information Services Branch
- Legal Services Branch
- Research Branch

The position of Assistant Deputy Minister, Program Analysis and Implementation has been vacant since July, 1977, when Professor G.W. Adams decided to return to teaching. Nicholas Ignatieff will fill this position, effective June 1, 1978.

The duties of this office are presently under review.

The office of the Assistant Deputy Minister has a staff of five.

J. W. Preiner Director

The Information Services Branch administers an on-going program of two-way communication between the Ministry and the general public in order to facilitate the achievement of Ministry goals. In fulfilling this mandate, the branch provides the following services:

Consultation

Branch staff advise senior Ministry staff, including the Minister, Deputy Minister and Assistant Deputy Minister on the communications implications of Ministry policies, programs and initiatives.

Planning

It is recognized that a communications component is integral to the achievement of program goals. Branch staff identify communications needs and develop advertising, public relations and promotion programs to assist in the achievement of these goals.

Implementation

Branch staff are responsible for implementing programs designed to inform the Ministry's client groups of its philosophy, policy and programs. They prepare speeches and news releases, pamphlets, brochures and other printed material, exhibits and audio-visual aids. They also manage the Ministry's advertising program and assist in the presentation of seminars.

At the end of the fiscal year the branch had a complement of nine — a manager, five public relations officers and three support staff. Each officer provides consultative, planning and implementation services in the course of managing Ministry communications programs.

1977-78 Activities/Advertising and Research

On behalf of the Ontario Human Rights Commission, in co-operation with the Toronto Transit Commission, the branch conducted a transit advertising campaign for the months of April, May and June, 1977. Two posters — "Go in Peace" and "For Pete's Sake" — were well received by the public. Walter Pitman, author of a report on race relations in Toronto indicated they contributed to a reduction in violence on the TTC system.

An introductory advertisement for the Occupational Health and Safety Division — "We Want to Save Your Neck" — appeared six times in every Ontario daily newspaper.

Readership studies to determine reactions to the Ontario Human Rights Commission posters and the Occupational Health and Safety Division advertisement were undertaken.

A research project was undertaken to determine employers' and employees' awareness of occupational health and safety.

Community information kiosks in shopping plazas, called "Infoplace", were used for a two-month period to distribute pamphlets on The Employment Standards Act and The Ontario Human Rights Code.

The branch participated in the Government Information/Communications Program with advertisements for the Occupational Health and Safety Division and the Ontario Human Rights Commission.

1977-78 Activities/Audio-Visual

The branch completed "Mediator", a 42-minute film illustrating the role of the mediation process in collective bargaining. The film was designed both for public information and for use as a training film for conciliators and mediators.

A series of videotape presentations on mining health and safety for seminar and training purposes, illustrating the role of Ministry inspectors in achieving self-compliance, was developed.

The branch prepared and produced audio-visual aids to assist several branches in the Occupational Health and Safety Division with special presentations.

1977-78 Activities/Conferences, Seminars and Exhibits

A seminar on industrial relations, attended by more than 40 reporters from across the province, was arranged, with the co-operation of the Industrial Relations Division and the Ontario Labour Relations Board.

The branch planned and implemented the communications activities connected with the "Equal Pay/Equal Opportunity Conference" sponsored by the Ontario Women's Bureau in January, 1978.

The branch purchased display components for each district office of the Ministry, to enable them to participate in local exhibits.

1977-78 Activities/Media Relations

More than 35 news releases and about 30 speeches for the Minister and senior Ministry officials, were prepared.

A project, begun during 1976-77, to visit every major newspaper and radio and TV station in Ontario to provide them with background information on the Ministry, was completed.

A District Media Liaison Representative system, by which an officer in each district office acts as liaison between the local media and the Ministry, was established in order to make the Ministry more accessible to the media and the public.

The branch introduced a daily, tape-recorded, "Datebook" telephone service for members of the Press Gallery of the Legislature and for District Media Liaison Representatives of the Ministry. Public activities and events pertaining to the Ministry of Labour will be reported.

1977-78 Activities/Publications

A new production control system for publications was developed.

The branch launched a series of publications and other printed materials for the Occupational Health and Safety Division, involving consultation, planning and the development of graphic identification and symbology.

A review of *Design Guidelines* was begun to incorporate graphic guidelines for the new Division.

The following new brochures were published:

Introduction to the Occupational Health and Safety Division — general description of the objectives and the organization of the Division,

Directory of Occupational Health and Safety in Ontario — source book on a wide range of organizations involved in occupational health and safety in the province,

Workplace — quarterly brochure on the philosophy and policies of the Occupational Health and Safety Division, designed to keep interested parties informed of Division activities,

On Site — monthly internal newsletter for the six branches of the Occupational Health and Safety Division,

Profiles — one-page notices of new appointments in Standards and Programs Branch, to keep the Division's staff informed,

Career Campaign Guidebook — written by the Women Crown Employees Office to assist female employees in the Ontario Public Service to further their careers,

Report of the Equal Pay/Equal Opportunity Conference — contains the papers presented at the conference sponsored by the Women's Bureau,

Employment Standards Poster — summary of the provisions of The Employment Standards Act for posting in the workplace, in English and French,

A Manpower Study of the Food Processing and Beverage Industry in Ontario — book published on behalf of the Research Branch and

Working in Ontario — describes, for the general public, all the component parts of the Ministry of Labour, in English and French.

The following publications were translated and printed:

Life Together:

A Report on Human Rights in Ontario

French

Human Rights in Ontario

Cree

Pregnancy Leave

Cree, Chinese

Labour Legislation of Interest to Working Women

Cree, Chinese

The branch also reprinted 30 other brochures and materials.

Paul Hess, Q.C.
Director

The Legal Services Branch:

- drafts legislation as requested and gives advice thereon and presents it to Legislative counsel, in the Ministry of the Attorney-General,
- gives legal advice to the Ministry on problems arising from the interpretation and application of Acts and regulations,
- consults with the branches of the Ministry on investigations into alleged breaches of the Acts and regulations, considers the sufficiency of the evidence and conducts prosecutions,
- acts as counsel to the Ministry in inquiries and hearings held by or for the Ministry under the Acts and, upon judicial review of any decision, acts as counsel in the courts,
- answers inquiries made by members of the public as to the application and scope of the Acts and the regulations,
- attends inquests into fatalities occurring at workplaces, where required, and
- generally, provides legal services as requested or required.

Legal Services has a complement of four law officers, seconded from the Ministry of the Attorney-General, and support staff consisting of one investigator and four secretaries. All personnel are located in Toronto.

The conduct of prosecutions and appearances at inquiries or hearings is carried on throughout the province by the law officers, who are required to be members of the Law Society of Upper Canada. Assistance is given by local Crown Attorneys in Hamilton, Kitchener, London, North Bay, Peterborough, Sudbury, Thunder Bay and Windsor in the prosecution of violations of The Construction Safety Act and regulations.

1977-78 Activities

During 1977-78, members of Legal Services were engaged in the following number of prosecutions; in many cases, several charges were laid.

The Industrial Safety Act	58
The Construction Safety Act	256
The Employment Standards Act	56
The Mining Act (Part IX)	2
Total	<u>372</u>

Local Crown Attorneys represented the Ministry in 126 charges under The Construction Safety Act.

Members of Legal Services appeared as counsel for the Ministry in approximately 100 applications for review of orders to pay made under The Employment Standards Act or hearings with respect to the application of the Act.

Gerry Swartz
Director

The Research Branch assists in the development, evaluation and monitoring of the Ministry's programs and legislation, and provides a wide range of services to the people of Ontario.

In meeting its mandate, the branch is heavily involved in collecting, evaluating and publishing data regarding labour in the province. In-depth studies that reveal past occurrences and future trends enable the staff of the branch to assist senior Ministry officials in assessing current issues and in the formulation of Ministry policy. Further, the research and information requirements of the public and of other branches of government are served on matters relating to legislation, programs and labour questions.

The Research Branch is divided into three principal subject area groups:

- manpower and employment opportunities,
- work conditions and
- labour relations and collective bargaining.

The Research Branch is also responsible for the Ministry Library.

At the end of the fiscal year, the branch had a complement of 70 persons.

1977-78 Activities/Manpower and Employment
Opportunities

The work of this area is concentrated on labour market conditions, trends in employment/unemployment, job vacancies, employment experiences of women and minority groups, lay-offs and resultant manpower adjustment problems, manpower requirements of selected industries and regional manpower strategies.

The group carries out research activities that enable members to provide advice on policy and program development and evaluation to senior Ministry officials, the Ontario Manpower Co-ordinating Committee, the Women's Bureau, the Women Crown Employees Office, the Employment Adjustment Service, the Human Rights Commission and various inter-Ministerial committees. Information requests are regularly received from these groups, other governmental bodies and from the general public. In order to satisfy many of these requests, the branch maintains a number of on-going labour market information activities.

Unemployment and Job Vacancy Data

During 1977-78, substantial effort went into developing unemployment and job vacancy data for use in on-going monitoring of labour market conditions. The breakdown of job vacancies in Ontario is more detailed than those available elsewhere.

A seasonally adjusted series on vacancies and vacancy rate is also produced.

To generate information on unemployment, a program has been developed which produces more detailed estimates of unemployment than are available from the Labour Force Survey. Extensive work was carried out in re-estimating the model used to calculate the unemployed. In addition, a detailed analysis of the Labour Force Survey data is carried out monthly. The staff participated in the federal-provincial review of the Job Vacancy Survey and Occupational Employment Survey.

Another major aspect in the manpower area is the monitoring of lay-offs. Monthly reports on lay-off cases handled by the Ministry's Employment Adjustment Service and semi-annual reports on known lay-offs involving 25 or more employees are produced.

All the above activities contribute to an overall analysis of employment conditions in Ontario and form a base for the development of provincial manpower policy.

Women's Program

During 1977-78, the branch undertook a number of program evaluation activities in support of the Women's Bureau and the Women's Crown Employees' office.

Semi-annual salary and occupational data on women in the Ontario Public Service were compiled and analyzed. These data were supplied to all Women's Advisors and also comprised portions of the *Annual Report of the Women Crown Employees Office*. An historical report was also prepared. A study of evaluation techniques applicable to the affirmative action program in the Ontario Public Service was supervised and a pilot study in the Ministry of Labour has been undertaken. A short quantitative review of the Women's Bureau Affirmative Action Consulting Service and a report on women in management were also completed.

Human Rights

As research support service to the Ontario Human Rights Commission, the Research Branch designed and supervised two surveys on awareness of human rights legislation in Ontario. A survey entitled "*Perceptions of Employment Opportunities among Minorities Living in Metropolitan Toronto*" was also conducted.

Northwestern Ontario Manpower Adjustment Studies

Senior staff in the manpower area concentrated on planning and supervising 10 projects which make up the Northwestern Ontario Manpower Adjustment Study. The purpose of the study is to examine the nature of imbalances between labour supply and labour demand in Northwestern Ontario. The role which such factors as migration and turnover play in matching people and jobs is also being studied. These projects constitute a comprehensive input to policy and program decisions relating to Northern Ontario. This study is being carried out under a federal-provincial agreement; most of the funds are provided by the Canada Department of Regional Economic Expansion and the Ontario Ministry of Treasury, Economics and Inter-governmental Affairs.

Industrial Standards

Staff in this area also compile and analyze information to establish wage rates under the Fair Wage and Industrial Standards programs. During 1977-78, there was a major effort to revise construction industry schedules under The Industrial Standards Act and the Fair Wage regulations. In addition to the construction industry schedules, rates were determined in the security guard and janitorial services industries.

Labour Market Information

In October 1978, Cabinet approved a new initiative for developing labour market information. This initiative will result in an expansion of the Research Branch's role in developing and providing labour market information to all users in the Ontario government and the civilian population. The Ministry of Labour has provided 50 per cent of the resources for this activity. The other 50 per cent of the resources are to be provided by member Ministries of the Ontario Manpower Co-ordinating Committee. The negotiations with these Ministries are being completed and the staffing arrangement for this central Labour Market Information and Analysis Unit are currently under way. It is hoped that this unit will become operational early in the 1978-79 fiscal year.

1977-78 Activities/Work Conditions

This section of the branch carries out analytical and exploratory research, primarily in the context of developing and assessing Ministry policies, legislation and programs. Such matters as occupational health and safety, working time and hours arrangements, wages, related benefits and quality of working life are current priorities. The group provides direct support to senior Ministry officials, the Occupational Health and Safety Division, the Employment Standards Branch and the Employment Advisory Service.

Occupational Health and Safety

As part of the Ministry's initiatives in creating a safe and healthy workplace, the branch expanded its research capabilities in this area during 1977-78. An important focal point was the new occupational health and safety legislation, with various relevant policy issues being examined. The question of legislative coverage received considerable attention. This required the compilation and analysis of information on exempt workers and workplaces in Ontario as well as an examination of the approaches to coverage taken in other jurisdictions. Staff members also participated on Ministry committees investigating different aspects of coverage.

The Ministry's information needs for formulating policies on joint health and safety committees were addressed. To assist in this endeavour, a survey into the nature and effectiveness of 76 existing employer-employee joint committees in a cross-section of industries was undertaken. Regulations, codes of practice and experiences with joint health and safety committees in other provinces were also studied.

Work began on developing methodologies for evaluating experience under statutory provisions. Joint health and safety committees, the right to refuse unsafe work, posting of inspectors' reports and worker participation in inspections were included in the preliminary studies. Toward the end of the 1977-78 period, a project was initiated to assess the economic impact of regulations under the proposed occupational health and safety legislation in conjunction with the Occupational Health and Safety Division.

The need for suitable and reliable statistics for policy and program formulation continued to receive recognition. Considerable progress was made in developing a comprehensive data base for generating relevant statistics on work injuries and diseases. In this respect, requests for specific data and tabulations from other parts of the Ministry increased substantially as it became known that the information was available. Exploratory work also began into the establishment of an on-going, work-related, fatality data system. This system will draw upon a combination of information sources, including the health and accident data maintained by various agencies, in meeting the Ministry's requirements.

Additional activities pertaining to occupational health and safety under way, or completed in the 1977-78 year, included the continuing analysis of fatalities occurring on construction sites, a review of analytical research literature applicable to occupational health and safety (with a focus on methodologies) and a study of issues relating to the risk of developing lung carcinoma in uranium miners due to inhaled radon daughters.

Employment Standards

The work conditions group was also involved in the review of The Employment Standards Act, which began during the 1977-78 fiscal year. Staff members participated on the review committee, completing policy and background papers on a number of topics being considered by the committee.

A considerable amount of resource time was devoted to the minimum wage. Policy and issue papers were prepared for discussion within the Ministry and for submission to Cabinet. This work was supported by monitoring data relevant to an assessment of the adequacy of the minimum wage level. Minimum wages in other jurisdictions, published studies and the debate centering on the minimum wage in North America were also examined.

Studies aimed at gathering further knowledge about minimum wage impact were undertaken. A major study, begun during 1976-77, to examine the effects of the minimum wage on harvest worker wage rates for selected crops and areas of the province, was continued. The development of a project to assess the historical impact of the minimum wage on employment and wages was initiated. Work was also in progress, aimed at assessing the impact of the minimum wage and other employment standards on the seasonal hospitality industry in Ontario.

Questions related to hours of work were also under scrutiny. A review of the literature and an examination of experiences in other jurisdictions related to the employment potential of reducing hours of work were initiated. With respect to overtime pay, a nearly completed study examined the impact of the 1975 revision to the premium pay provision of the employment standards legislation on three selected manufacturing industries. An analysis of part-time employment in Ontario was published in the Employment Information Series entitled *Part-Time Work in Ontario: 1966 - 1976*. Finally, a study was undertaken to determine the advantages and disadvantages to employees of redistributing working and non-working time under compressed work schedules.

Quality of Working Life

In the area of quality of working life, substantial administrative and research support was provided to the Labour-Management Advisory Committee on Quality of Working Life. The section monitored problem areas and possible solutions, such as new developments in worker participation at the shop-floor level, industrial democracy and other innovative practices around the world. A study of innovative work arrangements was carried out in order to identify the present state of involvement and activity in Ontario industry. An inventory of these arrangements was compiled. A brief description and evaluation of each of the programs, aimed at improving the quality of working life, was a part of the analysis.

Absenteeism and labour turnover were part of the overall Northwest Ontario Manpower Adjustment Study. This report provides *benchmark* information on the magnitude of absenteeism and labour turnover in nine industry groups and five regions of Ontario. More analytical work is planned in this area in collaboration with external agencies.

Other Activities

The work conditions group also prepared a general background paper on the role of job evaluation as a means of reducing male-female earnings differentials. Work continued on the problems and difficulties faced by Ontario construction workers in obtaining employment in Quebec. A consultant's study of working conditions and arrangements of household domestics was near completion by the end of the fiscal year.

Finally, in order to have timely information on new and amended laws elsewhere, a resource commitment was made to monitor legislative developments in labour standards and occupational health and safety in other jurisdictions — federal and provincial levels in Canada, the United Kingdom, the United States and Western European countries.

1977-78 Activities/Labour Relations and Collective Bargaining

This subject area is responsible for the exploratory and policy analysis necessary for effective Ministry participation in industrial relations in Ontario, as well as for supplying information to all concerned parties for use in the successful conduct of industrial relations. The area monitors the case activities of the branches in the Ministry that administer industrial relations legislation, providing them with the data and analysis necessary to develop policies, to plan, control and evaluate their operations and for budget preparation and justification.

Anti-Inflation Program

During 1977-78, the area has continued to monitor developments in the federal Anti-Inflation Program and to advise senior Ministry officials on the implications of these developments for collective bargaining relationships under Ontario's jurisdiction. As a result, the activity has contributed the data and analysis required by the Ministry for formulating responses to the federal government proposals for removal of wage and price controls and for developing its own policy initiatives for the de-control and post-control periods.

Collective Bargaining

A principal program of this section is the Ministry's *Collective Bargaining Settlements and Negotiations* report, which is issued jointly with Labour Canada. The report is a monthly listing of changes in wages and related benefits negotiated in collective bargaining situations covering 200 or more Ontario employees. A quarterly wage developments report is also compiled from the monthly settlement summaries for those agreements that individually cover 200 or more employees. The statistics show the average annual cents-per-hour and percentage increases in base wage rates over the life of the agreements and separately for each 12-month period of the agreement.

The branch's *Bargaining Information Series* was continued during the year. The series is generated from a computerized collective agreements program and is designed to provide management and union negotiators and government conciliators and mediators with frequent data and analysis of the most commonly negotiated provisions in collective bargaining agreements. During the year, nine reports were prepared on such topics as:

- hours of work and overtime compensation,
- reporting and call-back pay guarantees,
- premium pay for shift work and for regularly scheduled, Saturday and Sunday work,
- paid sick leave,
- sickness and accident insurance plans,
- paid vacations and paid holidays,
- life insurance and accidental death and dismemberment insurance plans,
- cost-of-living escalator clauses and
- supplementary unemployment benefit plans.

In addition to the series, the section undertook studies of specific collective agreement provisions as background material for use by the Ministry in formulating policies on current employment standards issues. Similar studies were also conducted for other Ministries and government agencies.

Collective Agreements Library

For its program of collective agreements studies, the branch attempts to acquire all agreements negotiated in Ontario and to maintain them on a current basis. At year-end the Collective Agreements Library had 7,100 agreements on file, covering a total of 1,247,500 Ontario workers in all industries under federal and provincial jurisdiction where collective bargaining takes place. The file is also used extensively by other branches of the Ministry, by other Ministries and by the public.

More than 3,500 visits were made to the Agreements Library during the year. In addition, the staff of the library serviced 3,900 telephone inquiries, which required searching or photocopying 4,500 agreements for data on wages, fringe benefits and working conditions.

Other Activities

The section continued to provide the Ontario Labour Relations Board and the Conciliation and Mediation Service with regular monthly and quarterly statistical information and analyses on their case activities for the purpose of monitoring and evaluating their operations, policies and processing procedures. Research support was intensified to strengthen the effectiveness of the conciliation and mediation officers in settling collective agreement disputes and undertaking preventive mediation.

1977-78 Activities/Ministry Library

The Ministry of Labour Library is established to serve as an up-to-date information centre of materials pertaining to all major labour issues, particularly those covered by the Ministry's programs. The material in the library is available to all personnel in the Ministry on an unrestricted circulation basis as well as to the public on a more restricted basis.

During the year, the library added more than 5,000 monographs and processed over 20,000 serial publications. The occupational health collection of 4,000 books and 200 journal titles, as well as a staff of four, were transferred from the Ministry of Health Library to the Ministry of Labour Library.

In order to provide expanded and more comprehensive reference service, each librarian is responsible for a particular area — Industrial Relations, Manpower, Employment and Human Rights as well as Occupational Health and Safety. During the year more than 4,500 inquiries were received from Ministerial staff and the public. The Library currently has access to approximately 100 different data bases, including the newly acquired New York Times Information Bank.

The Library publishes three Library Section lists per month — two in the area of occupational health and safety and one in industrial relations, employment and human rights. *Labour Topics* is a new series of short bibliographies dealing with a variety of topics; e.g. educational leave. The Library has also published several special bibliographies on such topics as performance evaluation and employee benefits.

A professional librarian is continuing work on the retrospective indexing of the decisions of the Ontario Labour Relations Board from 1944 to 1974. The Library is also indexing the decisions of the Employment Standards Branch from 1971 to the present and the decisions of the Ontario Human Rights Commission from 1962 to the present.

John R. Scott Director

The Employment Standards Branch provides protection for approximately three-and-three-quarter million Ontarians, in the area of minimum wages and basic working conditions.

The Employment Standards Branch is responsible for the administration and enforcement of:

- The Employment Standards Act
- The Industrial Standards Act
- The Fair Wage Schedules on Government Contracts and
- The Employment Agencies Act

The branch also includes The Employment Adjustment Service, a special on-going program to assist labour, management and government in the area of manpower adjustment problems.

The branch has a complement of 124 employed as follows: director, executive assistant, administrator of operations, assistant administrators, employment standards officers, and support staff.

1977-78 Activities/Employment Standards Act

The intent and purpose of this Act is to prevent exploitation by providing for minimum standards of wages and working conditions. The primary aim of the legislation is to assist that segment of the population which has little or no collective bargaining power.

The branch investigates complaints made by employees and conducts investigations of selected groups of industries across the province.

Employers are encouraged to comply with legislation on a voluntary basis through advertising programs, public speaking, and special seminars.

Intake and Response

The primary objective of the intake section is to provide efficient, courteous and helpful responses to the public.

During 1977-78 year, this section responded to about 261,500 telephone inquiries and 4,900 letters of inquiry and conducted 15,500 interviews.

Investigations

During 1977-78, the branch conducted about 14,220 investigations under The Employment Standards Act. Collections were made on behalf of 18,000 employees for a total of \$2,600,000.00.

A comparative breakdown of these and other statistics may be found at the end of this report.

1977-78 Activities/Industrial Standards Act

The Industrial Standards Act provides that employees and employers may jointly request a schedule of working conditions for their particular industry. When the schedule has been prepared and accepted by both groups and has been approved by the Ministry, the schedule becomes the standard for that industry or trade in a designated zone.

Any properly defined industry may take advantage of the legislation; it is now being utilized by the fur industry, the needle trades and some of the construction trades.

The schedules made under The Industrial Standards Act are generally administered by an advisory committee consisting of representatives from labour and management. All matters are subject to the approval of the Director of Employment Standards.

1977-78 Activities/Fair Wage Schedule on Government Contracts

The Fair Wage Schedule on Government Contracts ensures employees working on government projects of fair labour rates and protects sub-contractors from unfair competition based on labour costs when bidding on government contracts. Before tenders are invited for specific projects, the Ministries must obtain from the branch the minimum wage rates for each job classification and the maximum hours of work.

During 1977-78, fair wage provisions were included in 1,247 contracts, which had an estimated value of \$331,683,135.

1977-78 Activities/Employment Agencies Act

The purpose of The Employment Agencies Act is to provide for the licensing and regulation of employment agencies in Ontario. "Employment Agency" is defined, in part, under the Act, as the business of procuring, for a fee, reward, or other remuneration, persons for employment or employment for persons.

Class A employment agencies are prohibited from charging a fee for any service rendered to any person procured for employment. In classes B, C, and D, the person for whom work is found may be charged a fee, but not greater than the limitations in regulations under the Act.

1977-78 Activities/Employment Adjustment Service

The Employment Adjustment Service was established in May, 1973, in response to the need to assist labour, management and government to anticipate and respond more effectively to manpower adjustment problems.

The service performs a liaison/consulting role between parties faced with potential employment disruption and public or private sector institutions which assist the employers and employees involved.

Activities of the service include:

- monitoring layoffs and termination of 25 or more employees,
- exchanging information and maintaining contact with other provincial and federal government agencies,
- advising employees and employers of the requirements of the termination legislation and
- assessing the need for, and participation in, the establishment of adjustment committees both in the formal sense and on an *ad hoc* basis.

The principal mechanism employed is the Manpower Assessment and Incentive Agreement process of the Canada Manpower Consultative Service. The Ministry of Labour, through the Employment Adjustment Service, is a financial contributor to and a participant in this program. The agreement sets up a committee consisting of employee representatives, management representatives and an independent chairman to assist employees affected by large-scale terminations to re-establish themselves in new employment.

In addition to termination situations, the service, along with the Canada Manpower Consultative Service, may also become involved in general unemployment situations. For example, the Parry Sound and Region Joint Manpower Assessment and Planning Committee was established during 1977-78. This committee, with representatives from the municipal councils, the business community, local unions, and the federal and provincial governments, is attempting to analyze the general unemployment situation and lack of industrial development in the Parry Sound area in an effort to encourage development and create jobs.

The Employment Adjustment Service currently consists of one officer and a secretary, supported by the inspection services of the Employment Standards Branch.

Employment Standards Branch

Summary of Statistics — April 1, 1977 — March 31, 1978

Employment Standards Branch Statistics

1976-1977 from April 1, 1976 to March 31, 1977 inclusive
1977-1978 from April 1, 1977 to March 31, 1978 inclusive

Intake and Response	1976-77	1977-78
Telephone inquiries	—	250,968
Letters of inquiry	—	4,689
Interviews	—	16,090
Investigations	1976-77	1977-78
Complaints	12,087	14,761
Routines	1,157	691
Total	13,244	15,452

Assessments	Amount Collected		Employers		Employees	
	1976-77	1977-78	1976-77	1977-78	1976-77	1977-78
Minimum Wage	\$ 104,997.80	92,973.19	518	392	1,180	818
Equal Pay for Equal Work	535,966.02	6,672.67	39	9	452	20
Overtime	287,608.44	350,996.10	862	849	2,826	3,087
Termination	495,068.11	533,504.98	1,144	1,526	1,744	1,858
Vacation Pay	839,681.55	649,410.80	4,895	5,632	10,563	12,310
Public Holidays	232,955.43	201,358.89	933	746	2,980	3,241
Industrial Stds.	1,470.46	401.44	6	1	11	51
Fair Wage	14,323.42	17,758.44	14	6	50	20
Pregnancy	68.59	8,375.02	3	5	3	5
Collection of Wages	1,234,666.14	729,306.33	2,195	3,142	3,803	4,127
Total	\$ 3,746,805.96	2,590,757.86	10,609	12,308	23,612	22,537

	1976-77	1977-78
Appeals (Section 50)	96	145
Results		
Order Confirmed	20	28
Employer Upheld	6	9
Order Varied	4	—
Appeal Withdrawn	20	27
Appeal Pending at end of fiscal year	46	81
Total	96	145

Employment Agency Licenses	Initial		Renewal		Total	
Class	1976-77	1977-78	1976-77	1977-78	1976-77	1977-78
A	148	154	518	554	666	708
B	2	2	9	10	11	12
C	—	—	—	—	—	—
D	2	8	29	23	31	31
Total	152	164	556	587	708	751
Revenue	1976-77		1977-78			
	\$71,750.00		\$52,550.00			

Employment Adjustment Service	1976-77	1977-78
Termination cases involving 25 or more employees		
Cases	189	146
Employees	16,061	20,520
Committees		
1. MAIA		
Cases	62	53
Employees	6,020	9,269
Financial Commitment	\$71,250.00	\$67,000.00
2. Ad Hoc		
Cases	—	1
Employees	—	2,800
3. Technological Change		
Cases	30	43
Employees	3,834	5,811
Court Action	1976-77	1977-78
Cases	26	53
Charges	43	61
Results		
Withdrawn	16	22
Dismissed	3	4
Convictions	24	10
Fines Levied	\$12,428.00	\$7,577.25
Permits	1976-77	1977-78
Overtime Permits		
100 Hour	244	247
Special	407	449
Total	651	696
Handicap Work Permits	166	89
Homeworker Permits	265	429
Fair Wage Schedule	1976-77	1977-78
Construction		
Number of Contracts	1,197	1,196
Dollar Value	\$320,981,372.00	\$337,047,136.00
Building Cleaning & Security		
Number of Contracts	45	122
Dollar Value	\$2,620,109.00	\$5,644,398.00

The Advisory Council on Occupational Health and Occupational Safety

Office of the Women's Advisor

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Dr. Fraser Mustard Chairman

The Advisory Council on Occupational Health and Occupational Safety was formed in November, 1977. It replaces the former Labour Safety Council and the Advisory Council on Occupational and Environmental Health. It consists of 20 members — a Chairman, a Vice-Chairman, six members representing management, six representing labour and six representing the public-at-large.

The function and powers of the Advisory Council are:

- to make recommendations to the Minister relating to programs of the Ministry in occupational health and occupational safety and
- to advise the Minister on matters relating to occupational health and occupational safety which may be brought to its attention or be referred to it.

The Council Secretariat consists of an Executive Secretary, an Executive Assistant to the Chairman, an Executive Officer and two secretarial staff.

Barbara Earle Women's Advisor

In 1975, the Ministry of Labour appointed a part-time Women's Advisor. On July 1, 1976, the Ministry converted the Women's Advisor position to full-time, a substantial further commitment to making equal employment opportunity a reality within the Ministry of Labour.

The Women's Advisor reports to the Deputy Minister and liaises closely with the Personnel Branch, the Women Crown Employees Office and Women's Bureau.

The Women's Advisor provides a resource to branch directors in implementing affirmative action. She also chairs a committee of branch representatives, who act as a communications network to relay affirmative action information to Ministry employees.

Professional and clerical support is received from part-time secretarial and consultant services as required.

1977-78 Activities

The Women's Advisor monitored selected competitions, conducted career counselling and assisted branch directors in developing branch affirmative action plans. The Women's Advisor attended branch directors meetings and reported regularly to the Deputy Minister on the status of female employees in the Ministry.

Research conducted by the Office of the Women's Advisor included a Bridge Job Study to determine which Ministry positions could be used to facilitate occupational change and a Construction Safety Training Needs Analysis, a study of how training programs might be used in the Construction Safety Branch to enable women to enter non-traditional fields of work.

Dr. Dorothea Crittenden **Chairman**

George A. Brown **Executive Director**

The Ontario Human Rights Commission was established in 1962, in order to administer The Ontario Human Rights Code. The Code consolidated all existing human rights legislation, dating from The Anti-Discrimination Act of 1944. It was amended in 1965, 1967, 1972, 1974, in response to the changing human rights needs in Ontario.

The Code draws its philosophical inspiration from the United Nations Universal Declaration of Human Rights. It asserts, as public policy in Ontario, "that every person is free and equal in dignity and rights without regard to race, creed, colour, sex, marital status, nationality, ancestry, place of origin, or age (40 - 65)." Discrimination on these grounds is prohibited in specified areas of social and economic life: in employment, housing, public accommodation, access to services and facilities available to the public and related advertising.

Section 9 of the Code enables the Commission to carry out its obligations and responsibilities through the following programs:

Conciliation & Compliance

through a process of investigation and settlement of complaints filed under the provisions of the Code;

Community, Race & Ethnic Relations

develops programs designed to prevent or resolve racial, ethnic and creedal tensions and frictions; examines and resolves complaints arising from grievances of groups, based on race, creed, nationality, sex, etc., but which fall outside the letter of the Code;

Public Education

through the development and implementation of educational programs aimed at reducing and eliminating discriminatory attitudes and practices and promoting an acceptance of the principles of the Code;

Research

various projects monitor patterns of prejudice and discrimination on a local and provincial level and provide new information as a background for Commission policy formulation.

This program is carried out by a permanent staff of 49, including 35 professionals and 14 clerical personnel. The staff is headed by an Executive Director and maintains nine regional offices in London, Hamilton, Kitchener, Windsor, Ottawa, Sudbury, Sault Ste. Marie, Thunder Bay and Kenora, along with a head office in Toronto. Approval has been granted for the hiring of 13 additional staff members including both professional and support personnel. It is contemplated that at least two new regional offices will be opened, in Kingston and Timmins.

1977-78 Activities/The Commissioners' Activities

The Commission is composed of a Chairman, Dorothea Crittenden; a Vice-Chairman, Rabbi Gunther Plaut; and six Commissioners, Judge Rosalie Abella, Bromley Armstrong, Elsie Chilton, Brian Giroux, Canon Borden Purcell and Dr. Bhausahab Ubale. The Commission meets monthly to determine Commission policy. They also consider cases in which the parties have not reached agreement on a settlement and recommend to the Minister whether a case should be dismissed or a Board of Inquiry should be established. They also grant or deny applications for exemption from the provisions of the Code and discuss significant human rights issues in the province and decide upon appropriate courses of action.

Code Review

The Commission has completed its review of The Ontario Human Rights Code. This study resulted in the publication in July, 1977, of *Life Together: A Report on Human Rights in Ontario*. This report examines the changing nature of human rights issues in the province of Ontario and makes 97 recommendations for amendments to The Human Rights Code. This "green paper" is currently being studied by the government.

Committee on Race and Ethnic Relations and Public Education

A major thrust for the Commission is the development of this committee, chaired by Rabbi Gunther Plaut and consisting of all Commission members. This committee is charged with the task of examining the current needs and priorities of the Commission in all areas of discrimination, with particular reference to the building of a climate of mutual respect and understanding for all Ontario residents, of whatever racial, religious, or cultural background.

Liaison Activities

The Commission has established a close working relationship with the recently formed Canadian Human Rights Commission, which deals with complaints in all federal government departments and agencies as well as any business or industry under federal jurisdiction. The Commission has also maintained its links with members of various other human rights agencies, on both an inter-provincial and international scale. Representatives of the Commission participated in the annual conference of CASHRA (Canadian Association of Statutory Human Rights Agencies) and continued an active membership in IAOHRA (International Association of Human Rights Agencies).

As well, the Commission is continuing its contacts with the Attorney-General and with the Ministries of Education and Culture and Recreation.

Throughout the year, the Commission had frequent contact with various law enforcement agencies in various regions of the province. Through these contacts, several Commissioners were invited to participate in police training programs which sought to sensitize the police force to the nature and needs of a multi-racial, multi-ethnic society.

The Commission is presently expanding its liaison activities to include labour, leaders of industry, voluntary social agencies, racial and ethnic organizations, women's groups, professional associations and religious institutions.

1977-78 Activities/Investigation and Conciliation

Enforcement

Any person who feels he or she has been discriminated against on the basis of any of the grounds covered by The Ontario Human Rights Code may file a complaint with the Commission. During the 1977-78 fiscal year, the Commission received a total of 938 complaints. Each case is assigned to a human rights officer, who conducts a thorough investigation and attempts to conciliate a settlement acceptable to all parties involved.

The Commission may also accept complaints where either the prohibited ground and/or the social area are not present. These cases are handled on an informal basis, involving moral suasion in the light of the spirit of the Code, but with no recourse to legal remedy under the Code. In instances where community tensions are discernible, the Community, Race and Ethnic Relations Unit intervenes.

Issues which are brought to the Commission, but which fall outside both the letter and spirit of the legislation, are effectively referred to a more appropriate agency for resolution. During the 1977-78 fiscal year, a total of 17,202 inquiries and referrals were channelled to various voluntary or social service agencies, other government branches, etc. This marks an increase of two per cent from the 1976-77 fiscal year.

The Commission resolved a total of 1,032 cases during 1977-78, bringing to 11,496 the total number of complaints registered since the Commission's inception in 1962. In a period of high unemployment and a tight economy, employment complaints continued to represent the largest proportion of those received, at 80 per cent. The remainder were divided approximately equally between housing and public accommodation.

These statistics require some clarification. The investigation and conciliation of complaints has become a longer, more complex process requiring a greater allotment of staff time per case. Growing levels of awareness and sophistication on the part of both the complainant and the respondent add to the intricacy and complications of each case.

Furthermore, the settlement of a growing number of complaints involves investigation and remedy on behalf of large groups of persons in the respondent organization. Although there may be only one complainant, the actual number of people affected by the settlement may be much larger than the statistics portray. For example, one Board of Inquiry was convened to hear and decide a complaint filed on behalf of 17 employees.

Boards of Inquiry

The majority of cases, approximately 89 per cent, are resolved by conciliation. If, however, all efforts to settle a complaint have been unsuccessful, due to the intransigence of the parties or the complexities of the issues, the Commission will recommend to the Minister of Labour the appointment of a Board of Inquiry. This is a quasi-judicial hearing empowered by the Code to render any decision deemed necessary to remedy the situation, if it is decided that an act of discrimination has indeed occurred. The results of this Inquiry are legally binding, with recourse of appeal to the Supreme Court of Ontario. During the fiscal year, 12 Boards of Inquiry were held, an increase from the 1976-77 total of five. This brings to 91 the total number of Boards held since the inception of the Code.

One notable Board of Inquiry heard the case of 10-year-old Gail Cummings, of Huntsville, who filed a complaint against the Ontario Minor Hockey Association. The Association's constitution prohibits girls from playing on its exclusively male teams. The Board, however, ruled this "boys only" stipulation was indeed discriminatory and that the O.M.H.A. must register players based on their ability, rather than their gender. This decision was appealed by the O.M.H.A. and a Supreme Court Hearing is pending.

Another significant Board of Inquiry dealt with a complaint filed by a member of the Sikh faith against S.I.S. Protection Co. Ltd. of Toronto. The respondent company specified that its employees must wear a uniform and a cap and be clean-shaven; they refused to hire the complainant, who, in accord with his religious beliefs, wears a turban and a beard. The Board ruled that this policy constituted discrimination on the basis of creed. Although S.I.S. did not intend to discriminate against anyone in the application of its dress standards, the net effect of these regulations is to prevent certain religious groups from obtaining employment with them. A company must endeavour to accommodate its employees' religious practices unless the employer can demonstrate that this would cause undue hardship on the conduct of its business.

Affirmative Action

The Commission is aware of the need to remedy long-established patterns of discrimination which create historical imbalances in employment opportunities for minorities and women. For this reason, Section 6a was incorporated into the Code in 1972. This section empowers the Commission to approve special employment programs. These programs are designed to improve the qualifications of, and opportunities for, traditionally disadvantaged groups, thereby widening the pool from which an employer may seek a job applicant.

In Southwestern Ontario, the Commission was instrumental in advising the automotive industry of the feasibility of hiring women for what had previously been exclusively male assembly line work. Since that time, approximately 50 per cent of those hired in several of the industry's largest plants have been women. Furthermore, the Commission referred management personnel to the Women's Bureau's Affirmative Action Specialist, who met with officials of the plants to discuss additional programs in this area.

Under the auspices of Section 6a of the Code, the Commission approved a number of special employment projects. One such project recruited women as drivers for a courier service and was directed specifically at women who had difficulty obtaining employment, such as sole-support mothers and those lacking in education. Another project, in Northern Ontario, endeavoured to create a viable economic venture for native people, by providing long-term employment in a rabbitry for native people unemployed at present. A third project was aimed at the province's unemployed youth and attempted to provide these young people with the work experience and skills that would better equip them for full-time participation in the labour force.

1977-78 Activities/Community, Race & Ethnic Relations Unit

The Community, Race and Ethnic Relations Unit was established in 1976 to deal with the community problems which occur in an increasingly complex and racially and ethnically diverse society. It has two objectives: first, to resolve incidents of racial and ethnic tension and conflict, predominantly in neighbourhoods, schools, industries and institutions; second, to identify the causes of these tensions and to devise strategies to prevent their occurrence. An increasingly important component of these tension prevention projects are the educational programs documented in the public education section.

The direction of this unit, with its seven staff members, has evolved to the point where they now tend to spend a greater proportion of time on major projects, which have a broader impact on race, ethnic and religious minorities and women. The 951 community relations activities during the fiscal year included 258 tension mediation projects, 16 tension prevention projects, 203 speeches and seminars and 34 conferences, as well as numerous consultations and community meetings.

The Commission works with law enforcement agencies, educational authorities, labour and industry, neighbourhood groups and community organizations as well as social service agencies, in their relationships with minority groups and women for the purpose of developing programs designed to resolve or prevent community tensions and conflicts.

Law Enforcement Agencies

The 1977-78 fiscal year witnessed continuing cooperation between the Commission and police forces throughout the province. The Commission assisted the police in dealing more effectively with the rising number of neighbourhood disputes, racially motivated assaults and acts of vandalism and the distribution of hate literature. In addition, the Commission staff developed formal, police, in-service, training programs designed to aid the police in serving the needs of the changing multi-racial and multi-ethnic community.

Educational Institutions

The Commission staff continues to assist school boards in reducing the occurrence of racial or ethnic-related incidents in the schools and in promoting a greater understanding of issues involving prejudice and discrimination. This assistance may take the form of teacher training programs, instruction in methods of dealing with racial incidents, youth leadership projects and school-community relations.

The Community Race and Ethnic Relations Unit continued its liaison with the Ministry of Education and is currently assisting that Ministry in its review of curriculum and textbook bias to ensure that both areas are free of stereotypes in order to promote human rights principles. A staff representative is presently a member of the Sub-Committee on Race Relations of the Toronto Board of Education. This sub-committee, composed of school board administrators and trustees, teachers and members of visible minorities, is preparing a report which will aid the Board in eliminating discrimination from the schools by fostering a climate of mutual respect and understanding among students, regardless of race, nationality or gender.

Following an increase in the number of visible minority students attending McMaster University and residing in the surrounding community, a number of racial attacks occurred. The Commission staff in Hamilton has since been actively assisting the McMaster Human Rights Committee, comprised of administrators, staff, students and area residents, in order to prevent the recurrence of these conflicts.

Labour and Industry

The Commission was approached by several employers to mediate in racial and ethnic conflicts arising among their employees. Many of these problems involved language and ethnic differences among a workforce composed largely of immigrant women. The Community Race and Ethnic Relations unit staff responded by analyzing the source of the conflict and proposing appropriate solutions which would reduce their occurrence.

In one instance, a union leader in the automotive industry requested that the Commission respond to a number of incidents involving racial name-calling and harassment. The Commission met with the union members and suggested programs which could be implemented to curtail these incidents and educate employees, foremen and supervisors as to the necessity of promoting mutual understanding and respect.

Neighbourhood Involvement

The Commission functions in a facilitative and consultative capacity, as a resource for neighbourhood and community organizations concerned with possible racial or ethnic frictions.

Staff worked actively with the Riverdale Inter-Cultural Co-ordinating Committee, assisting them in developing their own mechanisms to mediate conflicts and to respond to community tensions within their neighbourhood. The Commission assisted the Urban Alliance on Race Relations in defining their objectives and identifying the unmet needs to which they might respond in a voluntary capacity, by various projects, seminars, conferences etc.

In the course of mediating a racial conflict in a Toronto apartment complex, the Commission recommended the establishment of the Jamestown Community Relations Association. This group, in co-operation with the Commission, organized a series of seminars which discussed policing, social services, employment and other issues affecting the neighbourhood.

In a northern Ontario town, apprehensions arose among townspeople over a proposed housing project for native people in the town. The Commission organized a series of meetings between town representatives and native leaders which eventually resulted in the formation of a joint committee to oversee the development of the housing project and to allay community fears.

The Commission was called upon to mediate an increasing number of disputes between different religious groups. One such case focused upon the presence of a Sikh temple in a residential neighbourhood. The Commission learned that many area residents resented the presence of the temple and were suspicious of religious practices they did not understand. The Commission brought neighbourhood and Sikh representatives together to discuss the importance of tolerance for those of another faith.

Social Services

The Community Relations staff continued to assist social service agencies in reviewing their programs to ensure that they are sensitive to, and meet the needs of, all Ontario residents.

For example, the Commission participated in a series of workshops for the Children's Aid Society staff, dealing with problems which immigrant children face adjusting to a new environment.

Staff have been actively working with the recently formed Black Services Network, a coalition of social service workers from various agencies.

The Commission mobilized various social agencies and community groups to respond to the increased racial assaults and vandalism directed toward the South Asian community. Arising from this response were two major reports — *Equal Opportunity and Public Policy*, by Dr. Bhausaheb Ubale, and *Now is Not Too Late*, the findings of Walter Pitman's Task Force on Human Relations. The Commission was consulted in the preparation of both reports.

In the North, regional staff have worked with native groups, pinpointing the need for better delivery of social services to the native community. The Commission submitted a brief to the Hartt Inquiry on the Northern Environment, which advocated the desirability of assessing and considering the needs of native communities before planning or undertaking any economic development in Northern Ontario. It also stressed the need for special employment programs so that native peoples might participate more fully in the social and economic life of the province.

1977-78 Activities/Public Education

An important component of the Commission's work in the community involves an on-going series of public education programs. These programs attempt to eradicate prejudicial attitudes which may manifest themselves in discriminatory acts, by sensitizing people towards a better understanding of our multi-racial, multi-ethnic society. The public education specialist analyzes the phenomenon of negative stereotyping, whether based on race, ethnic origin, sex or age. To this end, the program incorporates conferences, lectures, training seminars, workshops, public information campaigns and distribution of publications and audio-visual materials. Public education activities for the year totalled 1,679, including approximately 20 major projects.

The Workplace

One major area of concentration for public education projects is the workplace, where racial or ethnic tension can develop in the course of an employment relationship. The Commission, with the assistance of George Brown College, sponsored a pilot conference entitled "Am I Right". This conference, aimed at management and personnel staff representing Toronto-area businesses, attempted to explain the role of The Human Rights Code in Ontario business and industry. This project was followed by a similar conference at Sheridan College; the Commission now plans to adapt this prototype to other areas of the province.

Commission staff designed and conducted professional development programs at the University of Toronto and York University, with the co-operation of the International Student Centre. Both management and support staff participated in this program, which enabled them to interact more effectively with the multi-racial and multi-ethnic population of the university.

The Staff have instituted two successful educational programs in the hotel and hospital industry, which employ a high proportion of visible minority women in unskilled positions and where poor management-staff relations are a problem. Subsequently, a major Toronto hospital has requested that Commission staff participate in its regular staff training program.

Particularly in the Southwest region, staff have participated in various lectures apprising local employers of their rights and responsibilities under the Code.

Police Training

The Commission assisted various police forces in Ontario in developing in-service training programs that deal with human rights and inter-group relations. The Community Relations staff participated in 14 in-service lectures for the Durham Regional Police.

In Toronto, the staff has continued a series of lectures on human rights principles and has designed a new workbook, to be used by senior training staff at the Charles Bick College. The police training college has instituted a course entitled "Policing a Multicultural Society", originally recommended by Dr. Ubale, in consultation with the Community, Race and Ethnic Relations Unit.

The School System

The Commission has worked with school boards and teachers throughout the province, acting in a resource capacity for members of the teaching profession conducting their own workshops on understanding and accepting the customs found in racially and ethnically diverse classrooms.

Commission staff in Hamilton have worked closely with the local school board, designing some highly creative workshops which incorporate human rights principles into the Board's "values education" program.

The staff participated in a workshop for the Ministry of Education's summer course, "Multiculturalism", and presented a series of seminars at the Ontario Teacher Education College, entitled "Stereotypes and How to Counter These in the Classroom".

The Commission contributed to the Ministry's summer Leadership Development Program for Secondary Schools. This program was designed to sensitize teachers and students to the problems which might arise from the difficulties immigrant students experience in adjusting to persons of different backgrounds.

The staff lectures regularly at professional training classes, at community colleges and other post-secondary institutions in all regions of Ontario, particularly in courses relating to personnel, management studies, law enforcement and the health sciences.

Community Groups

Commission staff in the northern and Toronto regions were instrumental in organizing conferences designed to focus on human rights issues in their communities.

In Thunder Bay, the Commission co-sponsored a conference entitled "Strategies to Promote Human Rights in Thunder Bay", in conjunction with Canadian Council of Christians and Jews and the Department of the Secretary of State.

In Brampton, the Commission was involved in planning, designing, and running the "PICRA (Peel Inter-Community Relations Association) Human Rights Conference". The Community Relations staff also trained PICRA volunteers wishing to conduct their own human rights programs with the police and in school classrooms.

In Toronto, the Commission staff assisted the Urban Alliance on Race Relations in mounting a conference on existing human rights legislation.

In addition, the Girl Guides of Canada have requested that the Commission design and run a leadership training program with their Ontario Training Committee.

Resource Materials

During 1977-78, the Commission distributed 169,632 pieces of literature in three languages, in response to 4,846 requests for such materials. This marks an increase of approximately 97 per cent over the amount of literature circulated during the previous fiscal year.

The Toronto Transit Commission continued to display "For Pete's Sake" in its subway and service vehicles. It is the second of two posters created and produced by the Ministry of Labour and co-sponsored by the Toronto Transit Commission.

Additional support materials produced include a bibliography, *Human Rights in Intergroup Relations*, a joint project with the Ministry of Labour Library; a human rights pamphlet in Ojibway, widely distributed throughout northern Ontario; a re-designed "Code Card", to be displayed by employers to demonstrate their compliance with the Ontario Human Rights Code; and a slide-tape presentation for employers, to be used at the "Am I Right" conferences.

Public Relations

Public Education begins with the transmittal of information, and the Commission has recognized the need to inform greater numbers of people in the province of the existence of The Ontario Human Rights Code and the legal protection it provides. For that reason, the Commission's Public Relations Officer is responsible for making the Commission's work more visible in the community by a series of vigorous public relations efforts involving media, group and individual contacts.

The purpose of these information campaigns is to highlight the availability and nature of the compliance, community, race and ethnic relations, and public education functions, thereby bringing the role of the Commission to the public's attention.

The Commission needs public support in its efforts to promote a climate of mutual respect and understanding. A sustaining communication program directed towards eliminating prejudice manifested in racism, sexism etc. must be recognized as a long-term, continuing activity.

1977-78 Activities/Research

Effective human rights programs can be developed only if they are based on careful and thorough research in many fields. Research projects therefore provide new information that may affect policy formulation and program delivery.

Several research projects have been approved in the 1977-78 fiscal year. One project, a study of the experiences encountered by other human rights agencies who have incorporated additional grounds of discrimination into their statutes, not now covered by the Ontario Human Rights Code, was begun. Such knowledge might prove most beneficial should any of the proposed amendments to this province's Code become law.

Another research project will look at patterns of discrimination with respect to various complainant groups, with a view to determining which groups are most effectively reached and at which groups the Commission could more strenuously aim educational projects.

Totals for Commission Functions

	1976-77	1977-78	% Change	
Conciliation	1121	1032	—	7%
Race & Ethnic Relations:				
A) Major Projects	214	274	+	28%
B) Minor Projects	1,296	678	—	48%
Public Education	906	2,003	+	121%
Inquiries & referrals	16,908	17,202	+	2%

John Kinley Executive Co-ordinator

The Ontario Manpower Secretariat was established to serve the administrative, liaison, information and research needs of the Ontario Manpower Co-ordinating Committee. The Committee consists of Deputy Ministers with manpower responsibilities and is chaired by the Minister of Labour. The Secretariat, located in the Ministry of Labour, focuses on the principal responsibilities of the Committee, which are to co-ordinate:

- federal-provincial and interprovincial government relationships in the manpower area,
- manpower activities of the various Ministries of the Ontario government and
- development of employment-related projects in the private sector.

The Secretariat ensures that the tasks defined by the Premier in the Legislature on May 21, 1974 are carried out. These were expressed as follows:

"Firstly, that there is a clear need to fully co-ordinate the activities of the federal and provincial governments in the field of manpower policy; secondly, that there is a need to more fully co-ordinate manpower activities within the various ministries involved in the Ontario government; and thirdly, that the training and education be related to both the social and economic needs of our citizens.

In conclusion, Mr. Speaker, let me say that this step further underlines this government's determination to make the best use of our human resources as we continue to promote the social and economic welfare of the people of this province."

The on-going programs are:

- identification of manpower issues and development of new policy,
- improving the use of labour market information in guiding manpower activities,
- development of work opportunities for people with special employment needs,
- maintenance of effective Ontario representation on intergovernmental manpower matters,
- improving the exchange and dissemination of information on manpower matters and
- developing new manpower activities, for example, innovative arrangements for taking advantage of federal job creation funds.

The Secretariat had five complement positions during 1977-78, a program executive, an executive officer, a clerk-stenographer and two economists.

1977-78 Activities/Policy Development

The Secretariat prepared, and the Committee approved, a manpower policy for Ontario early in the fiscal year. This was later approved by Cabinet and has been useful:

- as broad terms of reference for guiding policy and program development,
- to Ontario representatives in interprovincial and federal-provincial manpower discussions as a base from which to state the province's interests and
- as a recognized base for the Committee's and other discussions of manpower questions.

The major area of policy development during the year was job creation.

1977-78 Activities/Labour Market Information

With the assistance of the member Ministries of the Manpower Co-ordinating Committee, the Secretariat, on Cabinet instruction, developed a proposal for a labour market information program. The proposal was approved by Cabinet in mid-October, 1977.

The program calls for the establishment in the Ministry of Labour of a Central Labour Market Information Unit with a staff of 20 persons. The unit is expected to service the labour market information needs of Ontario Ministries. To ensure that its work is responsive to these needs, each Ministry has been asked to formally designate contact persons who can clearly convey its requirements to the central unit. Half of the complement positions required were supplied by the Ministry of Labour; the remainder have been obtained from other Ministries that are members of the Ontario Manpower Co-ordinating Committee.

1977-78 Activities/Special Employment Needs

The major activity in this area is the Community Employment Strategy. Strategies have been established in four different communities or areas including Hamilton-Wentworth Region, Fort Frances-Rainy River, Big Trout Lake Indian Reserve and the labour market area centred on the communities of Geraldton, Longlac and Nakina. Local CES committees have been established in each of these communities. Strategies have been developed and are in the process of implementation. Several Ontario Ministries have contributed in a major way to the development and implementation process. This experimental program has been a particularly good experience in co-ordinating federal, provincial, municipal and community-based efforts to improve the employment opportunities for people who have difficulty in obtaining and holding jobs.

1977-78 Activities/Intergovernmental Representation

A high proportion of the Secretariat's time was spent in organizing and preparing positions for, and participating in interprovincial and federal-provincial meetings of Manpower Ministers and officials. The meetings included one among Provincial Ministers with Manpower Responsibilities and one involving these Ministers and the federal Minister of Employment and Immigration. In addition, the Secretariat staff participated in four interprovincial meetings of Manpower officials and hosted one of these. These meetings concentrated on establishing common understandings among the provinces and, in some instances, with the federal government on manpower questions.

At the provincial level of representation, federal-provincial activities are carried on, in part, through the Federal-Provincial Manpower Needs Committee. Two meetings of this committee were held during the year and its sub-committees carried out the responsibilities assigned to them pertaining to youth, training and labour market information. The Federal-Provincial Manpower Needs Committee was established to improve non-recurring consultation requirements and monitor the sub-committees' activities.

1977-78 Activities/Job Creation

Several initiatives were taken during the year to promote job creation in Ontario. The Ontario Manpower Co-ordinating Committee approved a policy position on how Ontario should respond to federal initiatives. This resulted in representations to the Canada Employment and Immigration Commission to use its job creation funds to support projects that provide long-term employment benefits. Before the year was out, this initiative bore fruit in the development of specific job creation proposals and submission of these for financing by the federal government.

In late summer, the committee undertook to canvass all Ministries for low-cost employment creation ideas. A substantial number of these were proposed and seven were forwarded by the Committee to Cabinet. Cabinet approved them in early March and instructed the appropriate Ministries to take the job creation actions indicated.

In addition, the staff of the Secretariat was heavily involved in the activities of a private-sector Job Creation Sub-Committee organized under the auspices of the Premier's Advisory Committee on the Economic Future. Several reports were prepared and the sub-committee's recommendations were reflected in the Ontario proposals at the February, 1978 Conference of First Ministers and in other statements.

D. D. Carter **Chairman**

S. D. Saxe **Director**

The Ontario Labour Relations Board is an administrative tribunal responsible for the administration of The Labour Relations Act. Under this Act, the Board:

- certifies trade unions as collective bargaining agents for employees,
- investigates and hears complaints of contraventions of the Act and grants remedial orders where the Act has been contravened,
- issues directions and declarations where unlawful strikes and lockouts have occurred,
- settles jurisdictional disputes arising out of the assignment of work,
- accredits employers' organizations and employer bargaining agencies in the construction industry,
- certifies employee bargaining agencies in the construction industry,
- arbitrates disputes relating to the interpretation of construction industry collective agreements,
- terminates bargaining rights and
- grants leave to prosecute.

Composition

The Board is composed of a Chairman, ten Vice-Chairmen (one, the Alternate Chairman), 10 employer representatives and 10 employee representatives, all appointed by the Lieutenant-Governor in Council. Under the Act, the Board may sit in two or more divisions, provided a quorum is present in each division. One division has been designated as the construction industry division, handling most certification and termination applications in the construction industry and most disputes relating to work jurisdiction. The powers of the Board in respect of certain matters may also be exercised by the Chairman, the Alternate Chairman or a Vice-Chairman sitting alone.

It is common for five and, with increasing frequency, six divisions to be sitting simultaneously, sometimes in different parts of the province. While most cases are heard in Toronto, complaints involving discrimination in employment or cases involving a substantial number of witnesses are generally heard at or near the municipality in which the employer is located.

Administration

The Director supervises the administrative operations of the Board, assuming responsibility for the day-to-day performance of the Board's 63 support staff. Included in these responsibilities is the efficient employment and supervision of the Board's field staff.

A Registrar is responsible for the scheduling of cases and a Solicitor heads the legal research staff.

Other Board Responsibilities

In addition to its jurisdiction under The Labour Relations Act, the Board performs adjudicative responsibilities conferred upon it by other provincial statutes. The Board has a jurisdiction under The Hospital Labour Disputes Arbitration Act to issue directions and declarations in the case of unlawful strikes and lockouts, to issue other remedial orders and to grant leave to prosecute. Under The Colleges Collective Bargaining Act, the Board exercises a wide supervisory and remedial jurisdiction and, under The School Boards and Teachers Collective Negotiations Act, a more limited remedial jurisdiction. The Board has a jurisdiction, conferred by The Employees' Health and Safety Act, 1976, to attempt to settle and, failing settlement, to adjudicate complaints that employees have been disciplined, penalized or coerced because they have acted in compliance with the Act. The Board now has a jurisdiction under The Successor Rights (Crown Transfers) Act, 1977, to deal with problems arising out of the transfer of undertakings from the Crown to other employers.

Vice-Chairmen of the Board are also made available to perform public adjudicative assignments where the need arises. The Board's Vice-Chairmen have acted as referees under The Employment Standards Act, as arbitrators under The Hospital Labour Disputes Arbitration Act, as arbitrators and mediators under The Police Act and as fact-finders and arbitrators under The School Boards and Teachers Collective Negotiations Act.

1977-78 Activities/Construction Industry

In 1977, The Labour Relations Act was amended to provide for the establishment of province-wide collective bargaining in the industrial, commercial and institutional sector of the construction industry. As a result of these amendments, the Board now has the jurisdiction to decide any question referred to it by the Minister relating to any designation of an employer or employee bargaining agency. In addition, the Board has a jurisdiction to entertain applications for accreditation of employer bargaining agencies and certification of employee bargaining agencies made between the last six months and the last four months of a provincial agreement. The Board has also been given a jurisdiction to determine any question as to whether work performed by employees falls within the industrial, commercial, and institutional sector of the construction industry.

1977-78 Activities/Field Staff

The Board has a field staff of 18 labour relations and returning officers. The primary function of the field staff is to promote and encourage settlement, without a formal hearing, of matters brought before the Board. This approach has been used increasingly during the last three years as the number of cases requiring this form of intervention has increased markedly. During 1974-75, there was a total of 194 cases requiring the intervention of an officer to encourage settlement.

By 1977-78 that number had reached 681 as a result of the extension of the Board's remedial jurisdiction to deal with all complaints alleging a contravention of the Act and the provision of a jurisdiction to arbitrate disputes arising out of the interpretation of construction industry collective agreements. Approximately 80 per cent of these matters do not proceed to a formal hearing because of the settlement efforts of the field staff.

Members of the field staff are also appointed as examiners to conduct formal hearings to gather evidence for the Board regarding bargaining unit disputes. In addition, they conduct representation votes and are available to conduct union elections as well as strike and ratification votes, when requested to do so.

Meetings scheduled by field officers to discuss settlement of complaints alleging contravention of the Act, inquiries by examiners as directed by the Board and representation votes conducted by returning officers are normally held at or near the premises of the employer.

1977-78 Activities/Board Reports and Information

The Board publishes a monthly report in two divisible sections. The first section contains the full text of significant Board decisions, along with an index of summaries on the subject matter of these decisions. The second section lists the cases disposed of by the Board, describes the bargaining units found in certification cases and provides quarterly statistics of the Board's operation. These reports, available at no charge, can form an annual law report for those who argue cases before the Board.

The 12 issues of the report published in calendar year 1977 contained a total of 1,192 pages, of which 863 included the text of 146 Board decisions.

During 1977-78, 15,865 copies of the report were distributed to persons and organizations in Ontario. Another 610 were mailed to other provinces, the United States and other countries.

The Board also distributes, on request, a *Guide to The Ontario Labour Relations Act*; this layman's guide sets out in a straightforward manner the basic principles underlying the Act.

1977-78 Activities/Caseload

During the fiscal year, the Board received a total of 2,037 cases and disposed of 1,757. At the end of the year, 435 cases were pending at various stages of processing. Proceedings in the remaining 143 cases were adjourned *sine die* (without a fixed date for further action), at the request of the parties. The Board held a total of 1,616 hearings in all cases, of which 37 were conducted by a Vice-Chairperson sitting alone.

Following are the discussions of the types of cases the Board dealt with during the year, accompanied by statistical tables. Table 1 shows the number of cases received, disposed of, adjourned *sine die* and pending, by type. Statistics comparing case filings and dispositions during the past five years are presented in Table 2. Statistics on the results of elections conducted in representation cases disposed of, and on the size of bargaining units and processing time taken in certified cases, are given in Tables 3, 4, and 5.

Certification of Bargaining Agents

During 1977-78, the Board received 947 applications for certification of trade unions as collective bargaining agents of employees. An additional 130 were carried over from 1976-77, making a total certification caseload of 1,076. Of these, 890 were disposed of and the remaining 187 were either adjourned *sine die* or were pending at March 31, 1978. Of the 890 that were disposed of, certification was granted in 629 (71 per cent), 159 were dismissed and 102 were withdrawn.

Of the 788 cases that were certified or dismissed, final decisions in 140 were based on the results of representation elections (Table 3). Of the 140 elections conducted, unions won 82 and lost 58. A total of 13,388 employees were eligible to vote in these elections, of whom 10,857 (81 per cent) participated. In the 82 elections that were won by the union and resulted in certifications, 5,155 (73 per cent) of the 7,023 employees who cast ballots voted in favour of union representation. In the 58 elections that were lost by the union and resulted in dismissals, 1,407 (36 per cent) of the 3,824 employees who participated voted in favour of unions.

Small bargaining units continued to predominate in certified cases (Table 4). The average size of the units granted in the 629 cases certified during 1977-78 was 33 employees, compared with 29 during 1976-77. About 81 per cent of these cases involved units of fewer than 10 employees. The total number of employees affected by the 629 certified applications was 20,680, compared with 19,847 covered by the 680 certifications during 1976-77.

Table 5 shows the time taken by the Board to process the 629 certified applications. About 92 per cent of these cases took 84 days (three months) or less to process from filing to disposition; 84 per cent took 56 days (two months) or less; 63 per cent took 28 days (three weeks) or less and 49 per cent required 21 days (three weeks) or less. Sixteen cases (four per cent) took longer than 168 days (six months).

Termination of Bargaining Rights

The Board received 78 applications seeking termination of the bargaining rights of trade unions during the year; 20 were carried over from last year. Of the 98, termination was granted in 52 cases; 21 were dismissed and seven were withdrawn. The remaining 18 were pending at the close of the year.

Declaration of Successor Trade Union or Successor Employer

During 1977-78, the Board dealt with 27 applications for declaration concerning the status of successor trade unions. Affirmative declarations were issued in 24 cases; two were dismissed; one was pending at the end of the year.

Forty-five applications for declaration concerning the status of successor employers were also processed during the year. Affirmative declarations were issued in 16 cases; three cases were dismissed; 10 were withdrawn and 16 were either adjourned *sine die* or were pending at the close of the year.

Declaration of Single Employer Status

Eighteen applications were processed under section 1(4) of the Act, seeking declarations that two or more employers constituted a single company. One was granted; two were dismissed and three were withdrawn. Of the remaining cases, two were adjourned *sine die* and 10 were pending at the end of the year.

Accreditation of Employer Organizations

Three applications were received during the year for accreditation of employer organizations in the construction industry and five were carried over from 1976-77. Of the eight, two were granted and the other six were pending at the close of the year.

Declaration of Unlawful Strike or Lockout

During the year, the Board received 12 applications seeking declarations that employees had allegedly engaged in unlawful strikes. One was granted; one was dismissed; seven were withdrawn and three were pending at year-end.

The Board also dealt with three applications requesting declarations against alleged unlawful lockouts. One was granted and two were withdrawn.

Directions Respecting Unlawful Strike or Lockout

Twenty-nine applications seeking directions against alleged unlawful strikes occurring outside the construction industry were dealt with during the year. Five were granted; one was dismissed; 15 were withdrawn. The remaining eight were either adjourned *sine die* or were pending at year-end.

Nine cases sought directions against alleged unlawful lockouts. Four were dismissed; three were withdrawn and two were pending at the end of the year.

The Board also dealt with 40 applications under section 123, including one carried over from 1976-77, seeking directions against alleged unlawful strikes in the construction industry. Five directions were issued; four cases were dismissed; 15 were withdrawn; 14 were adjourned *sine die* and two were pending at the close of the year.

Consent to Prosecute

Sixty-nine applications were received for consent to prosecute for alleged violations of the Act and nine were carried over from 1976-77. Of the 45 cases disposed of, two were granted; eight were dismissed and 35 were withdrawn. Twelve cases were adjourned *sine die* and 21 were pending at year-end.

Complaints of Contravention of the Act

During the year, 472 complaints alleging contravention of the Act were processed by the Board. Of the 342 cases disposed of, 202 were settled in discussions with Board labour relations officers and 140 went to the Board for decisions. Of these 140, the Board granted relief in 41 cases; 73 were dismissed and 26 were withdrawn. Of the remaining cases, 37 were adjourned *sine die* and 93 were pending at year-end.

Jurisdictional Disputes

Fifteen complaints of jurisdictional disputes were dealt with by the Board during the fiscal year. Seven were disposed of; one was adjourned *sine die* and seven were pending at the end of the year.

Construction Industry Grievances

During the year, 264 grievances in the construction industry were referred to the Board under section 112a of the Act and 23 were carried over from 1976-77. Of the 287, 198 were disposed of; the remaining 89 were either adjourned *sine die* or were pending at the end of the year. Of the 198 that were disposed of, 151 were settled in discussions with Board labour relations officers and 47 were referred to the Board for decisions. Of these 47, the Board granted relief in 25 cases; 16 were dismissed and six were withdrawn.

Trusteeship Reports

Thirteen statements were filed with the Board during the year by parent unions reporting that local unions had been placed under trusteeship. At year-end, 23 trusteeships were in effect, including 10 reported last year.

The Employees' Health and Safety Act

Eleven complaints were received under section 9(2) of The Employees' Health and Safety Act. Two were dismissed; three were withdrawn; one was adjourned *sine die* and five were pending at March 31, 1978.

Miscellaneous Applications and Complaints

One application was received during the year under Section 10 of the Act, seeking access to an employer's property; it was withdrawn.

Nine applications were dealt with during the year under section 39 of the Act, in which employees sought exemption from the union security provisions of collective agreements because of their religious beliefs. Two of these cases were granted; one was withdrawn and six were pending at year-end.

Ten applications were processed under section 44(3) of the Act, seeking early termination of collective agreements. Consent to early termination was granted in six cases; three cases were dismissed and one was pending at year-end.

Ten cases were filed under section 76 of the Act, alleging failure by a trade union to provide a member with a copy of its financial statement; all were pending at year-end.

Thirty-nine applications were received under section 95(2) of the Act, seeking decisions on whether persons were employees under the Act and 11 were carried over from 1976-77. Of the 50 total, decisions were issued clarifying employees' status in 10 cases; 10 cases were dismissed; 15 were withdrawn and 15 were pending at the end of the year.

Twenty-five cases were referred to the Board by the Minister of Labour under section 96 of the Act for opinion on questions arising from conciliation applications or requests for the appointment of arbitrators and one was carried from the previous year. Of the 26 total, 15 were disposed of; five were adjourned *sine die*, and six were pending at year-end.

Ontario Labour Relations Board

Summary of Statistics

Table 1
Summary of Applications and Complaints Dealt with by the Ontario Labour Relations Board
Fiscal Year 1977-78

Type of Case	Caseload			Disposed of, Fiscal Year 1977-78				Sine Die	Pending March 31, 1978
	Total	Pending April 1, 1977	Received Fiscal Year 1977-78	Total	Granted	Dismissed	Withdrawn		
Total	2,335	298	2,037	1,757	834	319	604	143	435
Certification of bargaining agents	1,077	130	947	890	629	159	102	16	171
Declaration of termination of bargaining rights	98	20	78	80	52	21	7	-	18
Declaration of successor trade union or employer	72	21	51	55	40	5	10	4	13
Declaration of common employer status	18	1	17	6	1	2	3	2	10
Accreditation of employer organization	8	5	3	2	2	-	-	-	6
Declaration of unlawful strike or lockout	15	-	15	12	2	1	9	-	3
Direction respecting unlawful strike or lockout	78	5	73	52	10	9	33	19	7
Consent to prosecute	78	9	69	45	2	8	35	12	21
Complaint of contravention of the Act	472	66	406	342	41	73	228	37	93
Right of access	1	-	1	1	-	-	1	-	-
Exemption from union security provision in collective agreement	9	-	9	3	2	-	1	-	6
Early termination of collective agreement	10	-	10	9	6	3	-	-	1
Trade union financial statement	10	-	10	-	-	-	-	-	10
Complaint of jurisdictional dispute	15	6	9	7	2	5	-	1	7
Question of employee status	50	11	39	35	10	10	15	-	15
Reference of question of appointment of conciliation officer or arbitrator	26	1	25	15	10	5	-	5	6
Reference of grievance in construction industry	287	23	264	198	25	16	157	46	43
Complaint under Employees' Health and Safety Act	11	-	11	5	-	2	3	1	5

Table 2
Applications and Complaints Received and Disposed of by Ontario Labour Relations Board
Fiscal Year 1973-74 — 1977-78

Type of Cases	Number Received, Fiscal Year						Number Disposed of, Fiscal Year					
	Total	1973-74	1974-75	1975-76	1976-77	1977-78	Total	1973-74	1974-75	1975-76	1976-77	1977-78
Total	10,741	1,898	2,154	1,952	2,700	2,037	9,589	1,887	2,135	1,836	1,974	1,757
Certification of bargaining agents	5,911	1,318	1,323	1,123	1,200	947	5,669	1,291	1,320	1,154	1,014	890
Declaration of termination of bargaining rights	359	67	58	64	92	78	341	60	59	70	72	80
Declaration of successor trade union or employer	267	42	62	32	80	51	266	57	64	34	56	55
Accreditation of employer organization	30	4	9	5	9	3	45	19	13	9	2	2
Declaration of common employer status	36	-	-	7	12	17	15	-	-	2	7	6
Declaration of unlawful strike or lockout	200	25	72	48	40	15	148	26	65	37	8	12
Direction respecting unlawful strike or lockout	300	27	30	56	114	73	197	22	20	42	61	52
Consent to prosecute	610	91	161	128	161	69	420	92	129	91	63	45
Complaint alleging contravention of the Act	1,678	221	194	304	553	406	1,448	233	207	264	402	342
Reference of grievance in construction industry	612	-	-	75	273	264	454	-	-	46	210	198
Miscellaneous	738	103	245	110	166	114	586	87	258	87	79	75

Table 3
Results of Final Representation Elections in Applications Disposed of by Ontario Labour Relations Board, Fiscal Year 1977-78

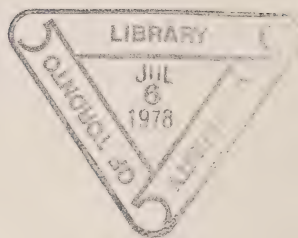
Type of Election	Number of Elections			Eligible Voters			Votes Cast			Votes Cast in Favour of Unions		
	Total	Won	Lost	In Elections		Lost	In Elections		Lost	In Elections		Lost
				Total	Won		Total	Won		Total	Won	
Total	177	83	94	15,094	8,759	6,335	12,346	7,058	5,288	6,905	5,177	1,728
Certification elections	140	82	58	13,388	8,724	4,664	10,857	7,023	3,834	6,562	5,155	1,407
Pre-hearing cases	72	50	22	9,083	6,102	2,981	7,250	4,915	2,335	4,455	3,605	850
One union	24	13	11	3,724	1,182	2,542	2,624	697	1,927	1,170	481	689
Two unions	48	37	11	5,359	4,920	439	4,626	4,218	408	3,285	3,124	161
Construction cases	14	3	11	197	66	131	193	65	128	81	42	39
One union	7	-	7	70	-	70	69	-	69	15	-	15
Two unions	7	3	4	127	66	61	124	65	59	66	42	24
Regular cases	54	29	25	4,108	2,556	1,552	3,414	2,043	1,371	2,026	1,508	518
One union	50	25	25	3,098	1,546	1,552	2,531	1,160	1,371	1,338	820	518
Two unions	3	3	-	983	983	-	859	859	-	668	668	-
Two unions, with "no union" choice	1	1	-	27	27	-	24	24	-	20	20	-
Successor trade union or employer elections	3	1	2	420	35	385	338	35	303	134	22	112
Termination of bargaining rights elections	34	-	34	1,286	-	1,286	1,151	-	1,151	209	-	209

Table 4
Size of Bargaining Units in Certification Applications Granted by Ontario Labour Relations Board Fiscal Year 1977-78

Size of Bargaining Unit	Number of Cases Certified			Number of Employees Involved		
	Total	Construction	Non-Construction	Total	Construction	Non-Construction
Total	629	200	429	20,680	1,127	19,553
2 - 9 employees	295	170	125	1,303	637	666
10 - 19 employees	118	25	93	1,622	323	1,299
20 - 39 employees	98	4	94	2,722	105	2,617
40 - 99 employees	72	1	71	4,395	62	4,333
100 - 199 employees	32	-	32	4,791	-	4,791
200 - 499 employees	10	-	10	2,658	-	2,658
500 or more employees	4	-	4	3,189	-	3,189

Table 5
Time Taken to Process Certification Applications Granted Fiscal Year 1977-78

Time Taken in Calendar Days	Total Certified			Non-Construction			Construction		
	Number	Per cent	Cumulative Per cent	Number	Per cent	Cumulative Per cent	Number	Per cent	Cumulative Per cent
Total	629	100.0	-	429	100.0	-	200	100.0	-
Under 8 days	-	-	-	-	-	-	-	-	-
8 - 14 days	90	14.3	14.3	14	3.3	3.3	76	38.0	38.0
15 - 21 days	203	32.3	46.6	160	37.3	40.6	43	21.5	59.5
22 - 28 days	103	16.4	63.0	72	16.8	57.4	31	15.5	75.0
29 - 35 days	43	6.8	69.8	30	7.0	64.4	13	6.5	81.5
36 - 42 days	33	5.2	75.0	26	6.1	70.5	7	3.5	85.0
43 - 49 days	29	4.6	79.6	27	6.3	76.8	2	1.0	86.0
50 - 56 days	28	4.5	84.1	21	4.9	81.7	7	3.5	89.5
57 - 63 days	19	3.0	87.1	13	3.0	84.7	6	3.0	92.5
64 - 70 days	14	2.2	89.3	14	3.3	88.0	-	-	92.5
71 - 77 days	9	1.4	90.7	6	1.4	89.4	3	1.5	94.0
78 - 84 days	6	1.0	91.7	5	1.2	90.6	1	0.5	94.5
85 - 91 days	-	-	91.7	-	-	90.6	-	-	94.5
92 - 98 days	14	2.2	93.9	10	2.3	92.9	4	2.0	96.5
88 - 105 days	5	0.8	94.7	3	0.7	93.6	2	1.0	97.5
106 - 126 days	8	1.3	96.0	8	1.9	95.5	-	-	97.5
127 - 147 days	7	1.1	97.1	4	0.9	96.4	3	1.5	99.0
148 - 168 days	2	0.3	97.4	2	0.5	96.9	-	-	99.0
169 days and over	16	2.5	99.9	14	3.3	100.2	2	1.0	100.0





Ontario
Ministry of
Labour

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Annual Report 1978-1979

Annual Report 1978-1979

Fiscal year ending March 31, 1979

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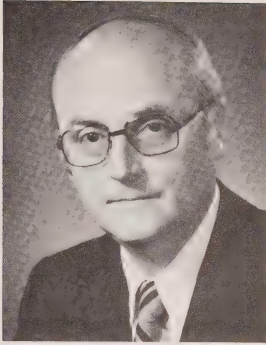
Organization

March 31, 1979



*Boards and Commissions' staff are public servants whose duties, responsibilities and reporting relationships are governed by the Public Service Act

Letter of Transmittal



**To Her Honour
The Lieutenant Governor in Council**

May it please Your Honour:

The undersigned has the privilege of presenting the 60th Annual Report of the Ministry of Labour for the fiscal year ending March 31, 1979.

All of which is respectfully submitted.

A handwritten signature in dark ink, appearing to read "Robert Elgie".

Hon. Robert G. Elgie, MD
Minister



**The Honourable Robert G. Elgie, MD
Minister of Labour**

Dear Dr. Elgie:

I have the honour to submit for your consideration the 1978-79 Annual Report of the Ministry of Labour.

Once again, activity in all of the ministry's major programs has intensified, and I am pleased with the way in which the ministry staff has responded to the challenge.

Without detracting from the valuable work of ongoing programs, I would like to mention in particular several new and important issues: the establishment of a Quality of Working Life Centre, the first of its kind in Canada; the creation of an Equal Opportunity Advisory Council comprised of leading representatives of labour, management and the community at large; the establishment of a program to improve employment prospects for the handicapped; the restructuring and revitalization of the Construction Industry Review Panel providing an essential link between the ministry and the construction industry; and the consolidation and expansion of an innovative new program of preventive mediation in the Conciliation and Mediation Services Branch.

Finally, Bill 70, an Act respecting the Occupational Health and Occupational Safety of Workers, was passed. This Bill has laid the groundwork for significant new advances in the protection of the health and safety of Ontario workers. I am confident that, with appropriate resources, the Occupational Health and Safety Division will succeed in fulfilling its new and expanded mandate, aided by the valuable advice provided through you from the Advisory Council on Occupational Health and Occupational Safety.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "T.E. Armstrong".

T.E. Armstrong, QC
Deputy Minister

Industrial Relations Division

L.V. Pathe
Executive Director

The role of the Industrial Relations Division is to further harmonious relations between employers and employees.

This program is provided through three activities: Program Administration, the Ontario Conciliation and Mediation Service and the Labour-Management Arbitration Commission.

The Ontario Conciliation and Mediation Service endeavours to promote peaceful settlements through conciliation and mediation services.

The Labour-Management Arbitration Commission recruits, trains and maintains a panel of approved arbitrators for referral to parties in need of grievance arbitration. The commission also administers the Hospital Labour Disputes Arbitration Act.

The Executive Director, Industrial Relations Division is responsible for directing and coordinating the activities of the division.

Ontario Conciliation and Mediation Service

Jack Speranzini
Director
Ray Illing
Associate Director

The goals of the Ontario Conciliation and Mediation Service are to foster harmonious labour-management relations and to minimize disruption in the economy arising from strikes and lockouts.

To achieve this goal, the service, operating under the authority of the Labour Relations Act, operates major programs in two areas – remedial conciliation/mediation and preventive mediation.

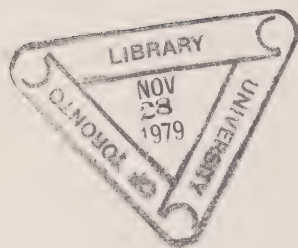
The service performs remedial conciliation and mediation functions, assisting employers and unions to achieve settlement of their contract differences. In addition, OCMS has embarked on a program of preventive mediation, which involves anticipating and providing for the needs of management and labour in the development of their relationships to facilitate peaceful negotiations of collective agreements.

Remedial Process

The remedial process has two steps. First, parties unable to achieve an agreement in direct negotiations must meet with a conciliation officer before they resort to the economic sanction of a strike or lockout. During this stage, an officer enters the negotiations and employs “third-party” techniques in an effort to bring the parties to settlement. Should the officer be unable to effect total agreement, a report is made to the minister recommending whether or not a board of conciliation be appointed.

Although the use of boards of conciliation at the post-conciliation stage is an alternative under the Act to the immediate establishment of a strike/lockout deadline, few have been appointed in recent years. Subject to ministerial policy, they remain as important tools, however, to deal with disputes involving public services, pattern-setting industries and contentious first agreements. If it is recommended that a board not be appointed, a “no-board” report is issued, establishing a legal strike or lockout deadline.

The second step – mediation – is an informal one in which the services of a mediator are made available to the parties at any point in negotiations following the conciliation officer's report. While the techniques of mediation are similar to those of conciliation, the intensive nature of this assistance, the pressure of a deadline or ongoing work stoppage and the personal persuasive abilities of a senior mediator are additional important factors.



Preventive Process

The service's preventive mediation activities encompass a range of undertakings:

- From the time of certification, the progress of first agreement negotiations is followed, so that assistance can be offered where it appears that a fledgling relationship is encountering difficulty. Negotiations following a "no board" report are closely monitored so that parties are aware of the mediation services available to them and can have access to a mediator at this critical period without delay.
- Under the Act, the minister may appoint disputes advisory committees. Such committees, composed of representatives of labour and management, assist and advise the parties to particularly difficult disputes. The minister can also establish industrial inquiry commissions to examine a range of subjects relating to the bargaining process in particular industries.

- By keeping a record of the service's experience in specific disputes characterized by poor relationships, contentious issues or complex bargaining coordination, early pre-negotiation contact can be made with parties. Mid-contract involvement of mediators, either informally or as special officers under the Act, has the potential of encouraging the parties to work on improving their relationship, dealing with problems underlying recurring negotiation issues and reducing to manageable proportions the issues to be faced in the pressure of negotiations.
- Where it is felt that the establishment of a labour-management joint committee would assist a relationship on an area, industry or plant basis, the service is prepared to make its resources available. Often joint action committees of this nature become ongoing extensions of preventive mediation assistance.

The complement of the service at March 31, 1979, consisted of a director, an associate director, nine mediators, 16 conciliation officers, three research staff and 13 clerical and secretarial staff.

Table 1

Conciliation Applications Dealt with Under the Ontario Labour Relations Act, Fiscal Year 1978-79

	1978-79		1977-78	
	Disputes	Employees	Disputes	Employees
Assignments received by officers	3,776	515,067	2,464	367,658
Carried from previous year	373	82,392	417	64,165
Assigned to officer during year	3,403	432,675	2,047	303,493
Assignments disposed of by officers	3,276	457,949	2,091	285,266
Settled by officer				
Construction	59	16,465	94	16,242
Non-construction	997	99,582	796	89,419
No Board				
Construction	754	69,763	312	27,017
Non-construction	1,407	268,074	836	149,751
Referred to conciliation board				
Construction	—	—	—	—
Non-construction	—	—	1	50
Lapsed or withdrawn				
Construction	9	85	22	216
Non-construction	50	3,980	30	2,571
Assignments pending at March 31, 1979	500	57,118	373	82,392

1978-79 Activities

Caseload

During 1978-79, a total of 3,403 collective agreements disputes was referred to conciliation officers. These assignments represented an increase of 1,356 or 66 per cent over the total for last year (Table 1). The officers disposed of 3,276 cases during the year, a 57 per cent rise over last year's dispositions. At year end, 500 cases were still being dealt with by the officers, compared to 373 in 1977-78.

Post-conciliation or mediation assistance was also provided in 852 new cases in 1978-79, compared to 549 cases last year (Table 2). The parties reached agreement in 611 of the cases that were disposed of, although 190 of them involved a work stoppage.

Mediators also played a preventive role in 76 new cases in 1978-79 (Table 3). This number represented an increase of 37 cases over last year's assignments.

Table 2

Remedial Mediation Activity, Fiscal Year 1977-78

	1978-79						1977-78					
	Total		No Work Stoppage Involved		Work Stoppage Involved		Total		No Work Stoppage Involved		Work Stoppage Involved	
			Disputes	Employees	Disputes	Employees			Disputes	Employees	Disputes	Employees
Assignments received by Officers	967	292,754	733	192,600	234	100,094	657	120,671	476	88,789	181	31,882
Carried over from previous year	115	35,031	86	31,175	29	3,856	108	14,200	45	7,396	63	6,804
Assigned to officers during year	852	257,723	647	161,485	205	96,238	549	106,471	431	81,393	118	25,078
Assignments disposed of by Officers	832	263,123	628	180,199	204	82,924	542	85,640	390	57,614	152	28,026
Settled during mediation	642	167,978	496	122,627	146	45,351	427	78,162	302	52,401	125	25,761
Settled following mediation assistance	159	64,236	115	33,922	44	30,314	68	5,824	55	4,028	13	1,796
Arbitration	7	28,086	4	21,195	3	6,891	6	276	6	276	—	—
Lapsed	9	1,573	5	1,313	4	260	18	553	5	91	13	462
Closed by mediator, no further action by parties	15	1,250	8	1,142	7	108	23	825	22	818	1	7
Assignments pending at March 31	135	29,631	105	12,461	30	17,170	115	35,031	86	31,175	29	3,856

Table 3

Preventive Mediation Activity, Fiscal Year 1978-79

	1978-79		1977-78*	
	Situations	Employees	Situations	Employees
Assignments received by officers	97	21,604	39	10,967
Carried over from previous years	21	7,436	—	—
Assigned to officers during year	76	14,168	39	10,967
Assignments disposed of by officers	33	9,870	18	3,531
Pre-negotiation situation	13	7,368	12	3,036
Post-negotiation situation	20	2,502	6	495
Assignments pending at March 31	64	11,734	21	7,436

*Revised

Ontario Labour-Management Arbitration Commission *

His Honour, Judge Walter Little
Chairman

The Ontario Labour-Management Arbitration Commission recruits, trains and maintains a panel of approved arbitrators and arbitration board chairpersons. The commission, if required, will assist arbitrators by providing administrative services and arranging meeting dates and facilities. It prepares, publishes and distributes information respecting awards. In addition, it is authorized to sponsor research into the arbitration process.

The commission administers the Ontario Labour-Management Arbitration Commission Act and the Hospital Labour Disputes Arbitration Act as amended by the Hospital Labour Disputes Arbitration Amendment Act, 1972.

Since creating the criteria for approval of arbitrators in 1970, the commission has approved 74 persons as arbitrators, of whom 60 are active. The commission has given a form of tentative approval to 31 applicants who, because of lack of experience as arbitrators, have not yet achieved mutual acceptability to both labour and management. Of this total, 19 are still on the tentative list, most of the others having been given full approval. Three of the approved and two of the tentatively approved are women.

Under the Hospital Labour Disputes Arbitration Act, as amended, the commission has the following responsibilities:

- when required to do so, the Minister of Labour may appoint an arbitrator from those persons on the commission's list of approved arbitrators.
- chairpersons of boards of arbitration in hospital disputes are required to notify the registrar of the commission of the time and place for the first and any subsequent hearings of the boards of arbitration.
- the registrar, in turn, is required to notify the parties and their nominees of the time and place of such hearings.
- where a board of arbitration fails to render a decision within a reasonable time, the registrar is required to notify the minister in order that any necessary orders may be given to ensure that the decision of the board will be made without delay.

The commission publishes a monthly bulletin, giving information to those concerned with labour and management relations regarding the awards filed and all other matters of interest. The current circulation of the commission's monthly bulletin is about 4,000.

The commission has a permanent chairperson, three members representing employees and three representing employers. It is administered by a registrar and a staff of two.

1978-79 Activities

During the fiscal year, 1,122 awards were filed in rights arbitration and 52 in interest awards under the Hospital Labour Disputes Arbitration Act.

The commission held its ninth annual seminar November 17-18, 1978, for all persons approved as arbitrators and those having tentative approval. A representative group of persons serving as nominees and counsel on boards of arbitration was invited to attend the first session. The second session was a workshop designed for the arbitrators only. The seminar again proved very successful and the commission intends to hold another in the fall of 1979.

The commission supplied 338 panels of chairpersons or sole arbitrators to parties in both rights and interest arbitrations. From these panels, the parties chose 138 chairpersons or sole arbitrators. Where the parties failed to choose arbitrators from the panels, the minister appointed 153 chairpersons or sole arbitrators. The registrar made 17 appointments under section 4 (6) of Regulation 635 under the Ontario Labour-Management Arbitration Commission Act and/or pursuant to a specific terms of a collective agreement. In the case of 39 panels, the matters in dispute were settled before a choice was made. In addition, the minister appointed five nominees of parties at the request of the opposite parties.

During the fiscal year, copies of arbitrators' awards, to the value of \$11,861 were purchased from the commission by parties wishing to study them as possible precedents.

* As of September 1, 1979, the Office of Arbitration assumed the responsibilities formerly carried out by the Ontario Labour-Management Arbitration Commission.

Occupational Health and Safety Division

Dr. C.R. May
Assistant Deputy Minister

1978-79 Activities

The Occupational Health and Safety Division continues to promote the health and safety of workers throughout the province. With the passage of the Occupational Health and Safety Act, 1978, the division's philosophy of "openness," "worker participation" and "internal responsibility" as expressed by Dr. James Ham in the Report of the Royal Commission on the Health and Safety of Workers in Mines became a legislative reality, bringing together the Construction Safety Act, the Industrial Safety Act, the Employees' Health and Safety Act, Part IX of the Mining Act and the Silicosis Act under one omnibus Act.

The Occupational Health and Safety Act, 1978, at the end of the fiscal year 1978-79 was yet to be proclaimed as new regulations were in the process of being finalized.

The division is comprised of the Construction Health and Safety Branch, the Industrial Health and Safety Branch, the Mining Health and Safety Branch, the Occupational Health Branch, the Special Studies and Services Branch and the Standards and Programs Branch.

The 1978-79 fiscal year was a period of continuing growth for the division; consequently, there was ongoing recruitment. The complement for 1978-79 was 593.

- set the regulatory process to control hazards in the workplace. The major characteristic of the process is extensive use of public consultation;
- published in the *Ontario Gazette*, Notice of Intent to regulate six chemical substances, one physical agent and general occupational health hazards;
- sought cooperation from employers and employees in complying with the legislation through audit and inspection;
- provided advisory and consultative services to assist companies and unions in establishing health and safety programs;
- monitored technological innovations to reduce any adverse impact on the health and safety of workers; evaluated the cause and effects of injuries and disease;
- assisted in training and upgrading the skills of workers and supervisors in occupational health and safety programs;
- provided a province-wide telephone service to answer the public's questions about health of safety in the workplace;
- provided administrative support to the committees recommending awards under the Provincial Lottery, for projects in occupational health and safety.

Hugh M. Nelson, P. ENG.
Director

The Occupational Health Branch operates as a consulting service in occupational health to the health and safety branches of the Ministry of Labour, to the Ministries of Environment and Health, and to the Workmen's Compensation Board. In support of the Ministry of Labour, the branch works mainly in cooperation with the Industrial Health and Safety Branch in the investigation of situations where health hazards exist or are suspected. It is also available to the Mining Health and Safety Branch and the Construction Health and Safety Branch in a similar capacity.

The branch participates in the establishment of standards or guidelines used to assess industrial environments as they might affect the health of workers. It is also responsible for all aspects of biological monitoring of workers – including chest x-rays and respiratory function tests.

The branch operates under the authority of the Employees' Health and Safety Act, the Industrial Safety Act and the Silicosis Act.

The branch has four components each of which reports to the director through a chief of service.

The complement of 130 includes the director, an executive assistant, 11 physicians, 16 engineers, 10 nurses, 11 scientists, 38 technicians, four hygienists, an industrial health counsellor, nine x-ray unit operators, two survey organizers and 26 clerical support staff.

1978-79 Activities

Hazard Identification Programs

In addition to the cyclic and consultative activities, the branch has been involved with a number of hazard identification programs in response to current technology advances in that area. Involvement has centered primarily on the identification of industry users, manufacturing processes, annual usage, potential hazards, control, handling, and precautionary measures required to minimize employee exposures.

Acrylonitrile Program

This program was initiated in 1978-79 and involved investigation of 12 companies identified as major users of acrylonitrile.

Ethylene Thiourea

This program involved the investigation of potential users of ethylene thiourea in Ontario, combined medical and engineering visits to these plants and the preparation of an information data sheet. The medical-engineering visits were geared to determine the potential employee exposures, work practices, number of employees exposed, safety measures and control ventilation.

Pesticides

This program involved investigations at 12 plants manufacturing or formulating pesticides in Ontario. All aspects of production were evaluated to establish engineering control measures and personal protective equipment. The program started in March 1978.

Solvent Emissions from Automobile Undercoating Operations

A field visit program was initiated in April 1978 and visits were made to 12 companies to identify the solvents used, to assess solvent exposures and to investigate control equipment. Air quality sampling was carried out; the investigative phase of this program has been completed. A report is being prepared on the findings and recommendations.

Polychlorinated Biphenyls (PCB's)

Over 100 inquiries during 1978-79 were received from such agencies as fire departments and utilities.

Vibration Analysis (Reynaud's Syndrome)

This program was initiated in 1978 to identify the various criteria used to determine the effects of vibration on workers. Various vibration equipment was evaluated to establish suitability for such measurements. The preliminary assessment phase of the program has been completed; initial field investigations will be scheduled to accumulate representative data.

Additional Programs

- Coke Oven Emissions
- Oil Mist Emissions

Publications and Participation in Conferences, etc.

The engineering staff published a total of seven scientific papers in various industrial hygiene journals. The staff also participated in eight safety and industrial hygiene meetings as speakers.

Occupational Health Medical Service

The medical consultant team was enlarged by the recruitment of three consultants to cope with the increased activity as a result of greater concern for the health of workers in Ontario. The consultants work closely with other members of the Occupational Health Branch to investigate situations where health hazards are suspected. They recommend and monitor medical surveillance programs. They act as field consultants in occupational health matters for the Workmen's Compensation Board, hospitals and private physicians. Consultants participate in the preparation of regulations, guidelines and data sheets, and in educational activities including university teaching.

The nursing consultants have continued to expand their activities to encourage occupational health programs in industry and to monitor established services. They also actively contribute to the University of Toronto course "Hearing Measurement and Conservation." The senior nursing consultant is editor of the branch's quarterly journal *Occupational Health in Ontario*.

Both medical and nursing consultants have been designated to field offices with a view to enabling their services to be more readily available. An increasing activity of all consultants is the provision of information in respect of occupational health and toxicology.

Medical Service

Source of Medical and Nursing Visits

	No. of Visits
Carry over	82
Industrial Health and Safety Branch	88
Occupational Health Branch	485
Workmen's Compensation Board	122
Unions	2
Companies	24
Administration	5
Health units	19
Private physicians	18
Anonymous	3
Other	9
Total	857

Occupational Health Engineering Service

This is the principal investigative and advisory arm of the branch. Its industrial hygienists, all of whom are professional engineers, and scientists have acted mainly as consultants to the health and safety branches, but they have also responded to direct requests from industry, labour unions, health units, community organizations and the Workmen's Compensation Board.

The service conducts field investigations of both chemical and physical health hazards, monitors exposure of workers to chemical substances, physical agents and noise, submits samples for analysis and recommends corrective action.

As a result of expertise gained in this area, the service is able to advise on acceptable exposure standards, monitoring techniques and control methods for the elimination of health hazards. It disseminates this information through data sheets and training activities. The engineer group has coordinated and been the major contributor to courses designed to aid safety inspectors and others in the recognition of health hazards.

The service operates under the authority of the Employees' Health and Safety Act and the Industrial Safety Act.

During 1978-79 the service conducted 1,706 field investigations in response to requests from its client groups. Additional complement has been recruited to permit the group to enlarge the scope of its cyclic and consultative visits and to align the organizational structure to correspond with the geographical demand of its services.

Medical Visits Completed

Month	No. of Visits
April	16
May	27
June	36
July	38
August	21
September	19
October	30
November	32
December	21
January	26
February	36
March	36
Total visits completed	338
Total visits outstanding	84

Occupational Health Laboratory

This laboratory provides analytical services to the medical and engineering sections of the branch and to the service branches of the division. Three-quarters of the caseload comprises analyses of blood or urine specimens, collected from workers known to be exposed to specific hazards, as part of medical surveillance programs. Analyses of absorbents or filters used during air sampling procedures and of materials samples of unknown identity or composition found in work places account for the rest of the analytical caseload.

Many new analytical procedures have been developed and established, particularly for organic substances, to meet the needs of the inspection groups; older methods have been reviewed and, in some instances, have been improved. Method sheets are being prepared with preliminary emphasis on the designated substances. Some effort has been devoted to the analysis of blood and urine samples for (toxic) organic substances and their metabolites; this aspect of the work is expected to attract greater emphasis as an indication of actual absorption of a substance present in a workplace. Additional chromatographic instruments have been added and a gas chromatography-mass spectrometer system is now in operation.

Industrial Chest Disease Service

The purpose of the Industrial Chest Disease Service is:

- secondary prevention of chronic respiratory disease induced by industrial exposure to various agents or substances;
- identification of occupation-induced chest disease;
- pre-employment screening to determine an employee's suitability to work in respiratorily hazardous occupations, and the issuance of health certificates;
- identification of industries which produce occupational chest disease;
- early diagnosis of occupational chest disease before the individual becomes disabled, with recommendations for removal from exposure, re-training or compensation;
- assessment of functional pulmonary disability.

The Industrial Chest Disease Service carries out medical surveillance of about 60,000 industrial workers who are exposed to respiratory hazards. Its program consists mainly of chest x-rays and respiratory function tests conducted at a central clinic and at mobile clinics. Its members work closely with the Workmen's Compensation Board and with a section of the Ministry of Health which still conducts routine chest x-rays of miners.

The clerical and investigative capability of this unit has been expanded by the addition of computerized equipment to facilitate the calculation and reporting of respiratory function tests.

Nursing Visits Completed

Month	No. of Visits
April	36
May	20
June	49
July	36
August	46
September	31
October	30
November	34
December	23
January	42
February	20
March	28
Total visits completed	395
Total visits outstanding	40

Source of Requests for Engineering Visits

	No. of Visits
Ministry of Labour	
Industrial Health and Safety Branch	706
Occupational Health Branch	782
Workmen's Compensation Board	139
Mining Health and Safety Branch	4
Construction Health and Safety Branch	7
Company	84
Administration	4
Minister's office	2
Anonymous	2
Other	17
Total	1,758

Engineering Service

Engineering Service Field Visits

Month	Field Visits				Out-standing Visits
	Requests	Engi-neering	A.Q.A.*	Total	
Carry over	250				
April	112	93	71	164	198
May	159	92	65	157	200
June	136	100	70	170	166
July	138	76	46	122	182
August	122	74	57	131	173
September	118	87	65	152	139
October	155	69	46	115	179
November	178	120	30	150	207
December	138	84	33	117	228
January	160	72	62	134	254
February	142	94	75	169	227
March	200	58	67	125	302
Total	2,008	1,019	687	1,706	302

*Air Quality Assessment

Occupational Health Laboratory

April 1978 to March 1979

Analysis of Biological Samples

Lead in urine	15,503
Lead in blood	7,358
Mercury in urine*	2,030
Blood cholinesterase	1,033
Fluoride in urine	1,032
Zinc in urine and blood	590
Copper in urine and blood	286
Cadmium in urine	218
Chromium in urine	206
Arsenic in urine, hair and nails	202
Phenol in urine	78
Manganese in urine	52
Nickel in urine	50
Beryllium in urine	5
MOCA in urine	2
Thallium in urine	1
Cobalt in urine	1
PCB's in blood	1
Total	28,648

*A test for albumin was carried out on each specimen analyzed.

Analyses of Materials

Qualitative mineralogy	115
Free silica	118
Solvents	74
Lead	67
Beryllium	67
Particle sizing	64
Copper	50
Asbestos	45
Zinc	40
Ident. of plastics	35
Talc	31
General emission spectrographic	28
Chromium	27
Nickel	22
Ident. of insulations	22
Ethylenethiourea	20
Moisture	17
PCB's	17
Ident. of cleaners	16
Ident. of cutting fluids	14
Alkalinity measurements	14
Manganese	14
Vinyl chloride	11
Formaldehyde	8
Iron	7
Mercury	7
Nitropropane	7
Chlorinated hydrocarbons	7
Cobalt	6
Fluoride	6
Nitrite	6
Ident. of oils	6
Acrylonitrile	6
Ident. of undercoatings	4
Aluminum	4
Ident. of adhesives	4
Ident. of dyes	4
Ident. of rubbers	4
Ident. of paint binders	4
Flammability tests	4
Acidity measurements	3
Amines	3
Ident. of antimicrobial agents	3
Iodine	3
Ident. of fingerprint powders	3
Sulfide	3
Ident. of catalysts	2
Ident. of powders	2
Flash points (oils)	2
Sulfate	2
Barium	2
Chlorine	2
Ident. of chemicals	2
Chloride	2

Ident. of plating solution	1
Ident. of wire drawing material	1
Analysis of humidifier liquid	1
Ident. of stamping powder	1
Cyanide	1
1,2,4-Trichlorobenzene	1
Cadmium	1
Ident. of offset spray	1
Ident. of duct deposit	1
Ident. of lubricant	1
Ident. of rust inhibitor	1
Ident. of sludge	1
Hydrogen sulfide	1
Ammonia	1
Ident. of sizing	1
Phenol	1
Ident. of tar	1
Ident. of dust	1
Organic vapors	1
Ident. of herbicide	1
Ident. of stripper	1
Ident. of clay	1
Ident. of wood preservative	1
Ident. of case hardener	1
Fibreglass	1
Ident. of pigment	1
Carbonate	1
Nitrate	1
Methylenedianiline	1
Isocyanate	1
Vanadium	1
Ident. of decomposition products	1
Sulfur	1
Total	1,089

Sources of Material Analyses

Analyzed by Geohygiene Lab*	115
Requested by Occupational Health Branch	718
Requested by Industrial Health and Safety Branch	195
Requested by Mining Health and Safety Branch	19
Requested by Construction Health and Safety Branch	16
Requested by companies	14
Requested by physicians	6
Requested by health units	4
Requested by Workmen's Compensation Board	2
Total	1,089

*From Mining Health and Safety Branch and Occupational Health Branch.

Air Samples

In 1978/79 absorbents and air filters used during air sampling procedures were analyzed as follows:

Quartz	3,054
Lead	1,755
Copper	568
Dust weights (cassettes)*	504
Zinc	471
Chromium	362
Mercury	348
Toluene	294
Isocyanates	274
Nickel	274
Xylene	227
Iron	217
PCB's	180
Manganese	169
Oil mist	165
Benzene	152
Methyl ethyl ketone	139
Acrylonitrile	137
Stoddard solvent	113
Vinyl chloride	105
Ethyl acetate	100
Cadmium	98
Acetone	98
Fluoride	96
Beryllium	87
Styrene	80
Naphtha	72
Sulfuric acid	68
Ethylenethiourea	67
Isopropyl alcohol	66
n-Butyl acetate	65
Ethyl alcohol	60
Methyl isobutyl ketone	59
n-Butyl alcohol	51
Methylene chloride	49
Aluminum	49
Hexane	41
Methyl chloroform	39
Formaldehyde	36
Cobalt	35
Antimony	34
Benzene solubles	30
MOCA	29
Dust weights (pleated filters)	26
Perchloroethylene	24
Chlorine	24
Phenol	23
Methyl alcohol	20
Chlorine dioxide	20
Dimethylformamide	18
Azinphos methyl	17
Diethyl ether	17

Diazinon	16
Monitor ^R	16
Parathion	16
Cyanide	15
Arsenic	15
Cellosolve acetate	14
Heptane	14
Methyl methacrylate	13
Butyl cellosolve	12
Carbon tetrachloride	12
Benz(a)pyrene	12
1,2,4-Trichlorobenzene	12
Potassium fluoborate	11
2-Nitropropane	8
1-Nitropropane	8
Free silica	7
Trichloroethylene	7
Acrolein	7
General emission spectroscopic	6
Ethylbenzene	6
Chloroform	6
Acetonitrile	6
Amyl acetate	6
Triethylamine	6
Calcium	5
Phosphorus	5
Ammonia	5
Chloride	5
Vanadium	5
Ethyl acrylate	4
Dichlorobenzidine	4
Morpholine	4
Ethylene dichloride	4
Ethylene dibromide	4
Acetaldehyde	4
Hydrogen chloride	3
Ozone	3
Butane	3
Pentane	3
Nitric acid	3
Sodium hydroxide	3
Vinyl toluene	3
Phosphoric acid	3
Total	11,430

*Analyzed April to June, 1978.

Total number of analyses: 41,167

Industrial Chest Disease Service

Statistics from January 1, 1978 - December 31, 1978

Respiratory Function Tests

	Number of Companies Surveyed	Number of Employees Examined
All inorganic dusts	191	5,636
Isocyanates	35	1,035
Organic dusts:		
Cotton and jute	11	1,807
Silica dust:		
Southern Ontario Industrial surveys	6	518
Total	243	8,996

Tests Performed on Behalf of Workmen's Compensation Board

Lung volume measurements	303
Gas transfer measurements	295
Electrocardiograms	302
Exercise stress	150

Chest X-ray Examinations

In silica exposure subject to the silicosis regulations	13,733
In silica exposure subject to the Mining Act	534
In silica exposure not subject to the regulations	6,621
In exposure to isocyanates	859
In exposure to asbestos dust	2,507
In exposure to combination of asbestos and silica dust	1,597
In other hazardous dusts*	5,963
In no significant dust exposure	2,712
Sub-total	34,526
Health centre and WCB chest x-rays	5,691
Total	40,217

*Talc, nepheline, syenite, beryllium, tungsten carbide, cobalt, cadmium, cotton, jute, hemp, etc.

Centres and Plants Visited

	Centres Visited	Plants Visited
Survey clinics	133	609
Follow-up clinics	85	361
Special clinics	1	4
Total	219	974

Issuance of Health Certificates (Silicosis Act 1950)

New applicants examined*	4,310
New certificates issued	4,272
Certificates renewed	9,954
Certificates cancelled	1
Certificates refused	11

*The examination of new applicants involved the taking of 4,310 occupational histories.

Plant Visits to Assess Exposure and/or Introduce Medical Program

Subject to the Silicosis Act	12
Other silica exposure	20
Asbestos exposure	11
Combined asbestos and silica exposure	8
Isocyanate exposure	10
Beryllium exposure	1
Talc exposure	1
Other dusts	13
Total	76

Silicosis

Of 19,577 persons employed in various silica exposures, radiological evidence of silicosis was reported in 53. Thirteen of these were newly diagnosed in 1977.

	Previously Reported	Newly Diagnosed	Total
Simple silicosis	73	11	84
Complicated silicosis	10	3	13
Total	83	14	97

Asbestosis

Of 5,263 asbestos exposed persons examined radiological evidence of asbestosis was reported in 17. Eight of these cases were discovered in 1977.

	Previously Reported	Newly Diagnosed	Total
Asbestos exposure	1	4	5
Asbestos/sil. exposure	16	6	22
Total	17	10	27

Other pneumoconiosis

Radiological evidence of pneumoconiosis other than silicosis and asbestosis was reported in six persons as follows:

Coal workers pneumoconiosis	3
Other pneumoconiosis	3
Total	6

Other Conditions Reported Upon

	Hazard	Non-Hazard
Pleurisy	401	27
Pleurisy, w/effusion	3	1
Dust effects, uncomplicated	236	4
Dust effects, with TBC	5	1
Heart abnormal	126	6
Aorta abnormal	181	14
Primary focus	502	46
Primary complex	163	12
Hilar calcification	237	13
Fungus infection	253	21
Pneumonia	13	2
Emphysema	29	1
Increased lung markings	2,220	324
Sarcoidosis	14	0
Unspecified	941	67

Construction Health and Safety Branch

R.K. Cleverdon, P. ENG.
Director

The Construction Health and Safety Branch is concerned with the health and safety of workers engaged in all aspects of the construction industry, including the erection, alteration, repair, demolition, dismantling and moving of such projects as buildings, structures, shafts, tunnels, work under compressed air, highways, railways, sewers, water mains and conductors of electrical energy and solids, liquids or gases. The branch is headed by a professional engineer, with seven other professional engineers on staff.

The branch is responsible for the administration of the Construction Safety Act, 1973, and the Employees' Health and Safety Act, 1976, as it applies to construction projects.

The cyclical inspection program inspects approximately 12,000 notifiable construction projects throughout the province for compliance with the Construction Safety Act.

The field inspectors investigate all fatalities, most serious accidents and any unusual situations or occurrences that may be hazardous on construction sites.

Consultations are held with labour and management of the construction sector to increase the awareness of and commitment to developing and maintaining safe and healthy construction sites.

On March 31, 1979 the branch had a complement of 121, including one director, 111 inspectors and nine support staff.

1978-79 Activities

During the 1978-79 fiscal year, construction health and safety officers completed 73,330 inspections, an increase of about nine per cent from the 1977-78 year. A total of 39,088 directions were issued during these inspections, compared with 42,932 during the previous fiscal year, a decrease of about nine per cent.

Inspection of construction projects included 1,596 inspections of 164 underground projects. A total of 553 directions was issued during the underground inspections.

The construction fatality rate, which has declined steadily during the past four years, decreased during 1978-79 to 37, compared with 42 during 1977-78.

Inspection and Fatality Data

	1977-78	1978-79
Number of inspections	66,663	73,330
Number of Directions	42,932	39,088
Number of Other Calls	2,271	2,530
Number of Inspections Where		
No Directions	46,923	54,400
Number of Convictions	536	480
Total Fines	\$178,855	\$158,210
Number of Fatalities	42	37
Number of Complaints		
Investigated	1,047	1,183
Number of Accidents		
Investigated	624	575
Number of Promotional Calls	396	472

Underground Project Inspection Summary

	Projects Under Inspection	Completed During Year	C/F to Next Year	Length of Tunnel feet		Projects Under Compressed Air	No. of Inspections	No. of Directions	No. of Inspections with no Directions
				Less than 60" Diam.	60" Diam. and over				
Long Tunnels	108	72	36	5,594	33,202	6	1,420	509	1,084
Short Tunnels (under 50')	23	21	2	305	—	—	63	7	60
Jacked Tunnels	30	22	8	940	145	—	99	37	78
Other Underground Structures	3	3	—	—	—	—	14	—	14
Totals	164	118	46	6,839	33,347	6	1,596	553	1,236

Projects Under Compressed Air

Contractor	Location	Pressure		No. of Decompressions		Total	No. of Cases of Decompression Sickness
		Min.	Max.	Shift Workers	Supervisors and others		
Cristan Const. Co. Ltd.	Toronto	6	13	315	126	441	—
Angellotti Contr. Co. Ltd.	North Bay	7	10	135	56	91	—
Dibco Underground Ltd.	Toronto	6	8	572	143	715	—
S. McNally & Sons Ltd.	Toronto	6	12	385	120	505	—
L.J.S. Construction Ltd.	Toronto	6	14	775	321	1,096	—
S. McNally & Sons Ltd.	Ottawa	6	12	804	379	1,133	—
Total				2,986	1,145	3,981	

*Projects still in progress April 1, 1979

All Compressed Air Projects are using C.S.A. Standard Z275.3 — 1974 Occupational Safety Code for Construction Work in Compressed Air.

No cases of Bends reported for the year 1978-79

J. McNair, P. ENG.
Director

The Industrial Health and Safety Branch, operating under the Industrial Safety Act, 1971 and the Employees' Health and Safety Act, 1976, is responsible for the administration of programs designed to reduce the incidence of illness or injury caused by industrial activities and processes.

The increasing use of toxic chemicals and other agents in industry and logging require careful monitoring to establish controls of possible health and safety hazards to workers.

Employers and employees themselves have the primary responsibility for occupational health and safety programs in their workplace and are encouraged to meet this responsibility. The establishment of internal responsibility systems within companies is a major function of the branch; the inspection role of the branch is regarded as an information and evaluation tool in the audit process.

Frequency of audit and inspection of a particular workplace varies depending on the potential hazards which may occur. To perform the audit, branch officials meet with employers, employees and union representatives to discuss their concerns and assist development of possible solutions. Where contravention of the legislation is found during inspection, corrective action is ordered in the form of direction. Following the inspection, the officer meets with the employers, employees and union representative to discuss the inspection report, any potential hazards and any preventive action required. The officer will assist employers and employees to understand the need to establish an effective self-inspection and self-compliance program within the workplace.

The branch arranges health surveys of industrial establishments in cooperation with the Occupational Health Branch.

On March 31, the Industrial Health and Safety Branch had a complement of 119, including one director, 108 field staff and 10 support staff.

1978-79 Activities

During the year, officials of the Industrial Health and Safety Branch completed 41,700 inspections, a slight decrease from the 1977-78 figure of 42,582. A total of 42,866 directions were issued, an increase of about 12 per cent.

The number of fatalities under the legislation administered by the branch increased from 48 to 56. Of the 56, 41 occurred in industrial workplaces, 13 occurred at logging operations and two were recorded under the Canada Labour Code, for which the branch did inspections on behalf of Labour Canada.

The total of non-fatal accidents increased by about nine per cent during 1978-79, from 74,362 during 1977-78 to 81,220 during 1978-79. Of the total number of accidents, about 51 per cent occurred in unionized workplaces.

Inspection and Fatality Data

	1977-78	1978-79
Non-fatal Accidents Reported	74,362	81,220
Fatalities — Industrial Safety	37	41
Logging Safety	7	13
Canada Labour Code	4	2
Inspections	42,582	41,700
Directions Issued	38,181	42,866
Directions Completed	24,647	27,376
Revenue	\$705,583	\$861,026
Personnel	121	119
Convictions	67	22
Fines	\$ 34,934	\$ 29,900
Right to Refuse Work cases reported	79	74

Analysis of Non-Fatal Accident Reports

(figures in brackets refer to unionized industrial establishments)

Accid't Group	Number of Industrial Establishments	Number of Employees	Number of Accidents Reported
Nil	50,807 (3,087)	452,619 (63,138)	—
1-5	12,782 (2,482)	381,190 (141,419)	24,266 (5,776)
Over 5	3,055 (1,759)	582,365 (404,353)	56,954 (41,764)
Total	66,644 (7,328)	1,416,174 (608,910)	81,220 (47,540)

Inspection by Industry including Distribution of Employees

Industry	Total Inspections	Production Employees	Administrative Employees	Employees Total
Agriculture, forestry, fishing, mines	90	4,366	690	5,056
Meat, dairy, beverage, other food processing	1,895	65,850	16,638	82,488
Tobacco	20	2,723	587	3,310
Rubber products manufacturing	309	13,975	4,923	18,898
Leather processing manufacturing	313	73,322	2,417	75,739
Textile industries	526	24,292	4,690	28,982
Knitting mills	125	5,337	771	6,108
Clothing industries	422	23,071	2,908	25,979
Sawmills, veneer, plywood sash, door, other wood ind.	1,753	23,602	4,547	28,149
Furniture, elect. lamp, shade manufacturing	1,130	18,275	3,741	22,016
Paper manufacturing, converting	923	34,397	9,238	43,635
Printing, publishing	996	31,838	13,379	45,217
Primary metals, aluminum copper, rolling casting, extruding	873	58,218	9,041	67,259
Metal fabricating	4,320	85,285	25,943	111,228
Machinery, equipment manufacturing	1,050	37,104	18,912	56,016
Transportation, equipment manufacturing	1,412	98,466	19,960	118,426
Electrical products manufacturing	1,193	66,341	22,357	88,698
Non-metallic products mfg., cement, clay, asbestos, glass	1,064	21,227	6,481	27,708
Petroleum, coal products	97	3,990	2,531	6,521
Chemicals, chemical products	1,135	25,872	14,106	39,978
Misc. mfg., scientific equipment, jewellery, brooms, plastic fabricator	1,670	38,355	11,453	49,808
Construction industry	1,116	23,850	8,746	32,596
Transportation, truck, railway, air, water	1,133	44,295	10,533	54,828
Storage	402	7,557	4,107	11,664
Communications, radio, television, telephone, post office	257	30,909	11,771	42,680
Utilities, gas, water, electric, sewage	424	19,387	12,187	31,574
Wholesale trade	3,713	64,195	36,096	100,291
Retail trade	9,400	285,930	132,286	418,216
Finance, insurance	436	18,691	61,865	80,556
Education	41	2,487	1,547	4,034
Health, welfare	137	5,999	816	6,815
Religious organizations	—	—	—	—
Motion picture, recreation	63	1,528	383	1,911
Service to business, advertising, engineering, legal	179	5,728	4,854	10,582
Personal service, shoe repair, barber, laundries, restaurants	1,500	59,751	7,899	67,650
Misc. service, photography, blacksmithing, welding, building services	629	9,706	4,175	13,881
Government, federal, provincial, local	954	80,255	34,417	114,672
Undefined activity	—	—	—	—
Totals	41,700	1,416,174	526,995	1,943,169

Directions issued under the Industrial Safety Act

The code for the directions is as follows:

- A) Canada Labour Safety Code
- B) Loggers' Safety Act
- C) Tags, Time Limit, etc.
- D) Submission of Plans
- E) Responsibilities, etc.
- F) General
- G) Premises
- H) Lighting, Heat and General Ventilation
- I) Fire Prevention and Protection
- J) Machine Guarding
- K) Electrical Equipment and Explosive Actuated Tools
- L) Material Handling
- M) Environmental Hazards
- N) Maintenance and Repairs
- O) Sanitation
- P) Personal Protective Equipment
- R) Exits.

Industry

Agriculture, forestry, fishing, mines
Meat, dairy, beverage, other food processing
Tobacco
Rubber products manufacturing
Leather processing manufacturing
Textile industries
Knitting mills
Clothing industries
Sawmills, veneer, plywood sash, door, other wood industries
Furniture, elect. lamp shade manufacturing
Paper manufacturing, converting
Printing, publishing
Primary metals, aluminum, copper, rolling casting, extruding
Metal fabricating
Machinery, equipment manufacturing
Transportation, equipment manufacturing
Electrical products manufacturing
Non-metallic products mfg., cement, clay, asbestos, glass
Petroleum, coal products
Chemicals, chemical products
Misc. mfg., scientific equipment, jewellery, brooms, plastic fabrica
Construction industry
Transportation, truck, railway, air, water
Storage
Communications, radio, television, telephone, post office
Utilities, gas, water, electric, sewage
Wholesale trade
Retail trade
Finance, insurance
Education
Health, welfare
Religious organizations
Motion picture, recreation
Service to business, advertising, engineering, legal
Personal service, shoe repair, barber, laundries, restaurants
Misc. service, photography, blacksmithing, welding, building serv
Government, federal, provincial, local
Undefined activity

Totals

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	R	Total	
17	712	4		8		16	6		24	6	12	5	2	3	2	15	832	
192		32	3	114	1	415	51	32	928	53	270	92	104	2	166	121	2,576	
				1		1		1	6		2		1		2	1	15	
1		14	1	26	7	93	23	28	189	23	80	111	19	2	37	48	702	
		15		8	1	84	6	29	392	12	23	55	8	6	33	43	715	
		25	4	40	1	224	21	39	496	56	97	59	44		88	67	1,261	
		7		3		20	4	3	137	4	9	3	4	4	37	23	258	
		3	1	6		33	4	8	87	1	13	8	6	4	37	44	255	
		64	9	48	1	265	26	84	677	71	116	112	61	10	151	92	1,787	
		68	3	44		132	28	96	518	17	62	112	19	10	147	148	1,404	
		54	4	130	1	762	65	76	682	79	224	92	119	1	122	113	2,524	
		27	4	41	2	170	17	116	386	13	55	48	29	3	132	67	1,110	
		56	7	35	5	443	35	35	425	16	253	369	49	25	150	47	1,950	
		326	12	181	7	841	131	231	2,799	88	671	443	125	20	539	306	6,720	
		43	6	42	2	295	39	87	571	25	242	202	26	5	147	79	1,811	
8		96	5	61	8	582	68	96	978	44	402	329	67	13	273	171	3,201	
		62	3	115	14	360	76	133	952	38	256	273	38	17	215	114	2,666	
		31	9	62	4	276	70	31	399	34	122	173	66	4	74	40	1,395	
		1		4		34	5	4	44	2	13	6	7	1	12	13	146	
1		40	1	37	22	430	48	81	461	27	234	215	44	8	67	100	1,816	
		66	5	58	3	272	36	137	776	26	200	201	34	9	195	117	2,135	
		9	1	18	2	40	4	24	117	7	59	14	3	6	15	26	345	
104		9		8		49	9	13	41	18	28	15	11	6	7	19	337	
68		2	1	5	4	33	12	7	27	1	21	1	4		13	23	222	
68		1		2		3	1	1			1	2			1	1	81	
		5	1	11	1	127	8	17	67	9	37	44	20	1	5	10	363	
34		40	6	51	3	309	27	66	445	30	268	55	48	11	141	157	1,691	
2	1	75	40	87		397	178	281	285	100	306	258	42	33	161	687	2,933	
3		1	2	19		11	14	9	35	5	3	2	8	3	4	51	170	
				1		6	1	3	11		1	6			6		35	
		8				8	4	2	45		1	3			5	7	83	
														2	2	3	2	18
1		1	2				5					7			1	12	79	
		19	1	16		59	10	45	106	5	30	20	4	11	12	66	404	
		5		4		21	7	13	45	9	31	12	6	8	13	15	189	
146		6	1	20		81	24	54	88	2	44	48	11	4	12	37	578	
4		1		5		10	2	2	16		4	5			6	4	59	
649	713	1,217	132	1,316	89	6,908	1,072	1,890	13,278	821	4,201	3,400	1,031	232	3,031	2,886	42,866	

P.B. McCrodan
Director

The Mining Health and Safety Branch encourages employers and employees in the mining industry to prevent accidents and health problems through cooperative identification and control of health and safety hazards in mining and mine related workplaces in Ontario.

The branch's activities apply to 74 underground mines, 22 open-pit mines, 4,938 sand and gravel pits and quarries, 56 metallurgical and ore processing plants and 48 clay, shale and peat workings. These establishments employ approximately 42,000 people, of whom an estimated 20,000 are engaged in the actual extraction of ores and minerals; the other 22,000 are employed in the smelting, refining, processing, transportation, handling and other support and service occupations.

The branch administers Part IX of the Mining Act and the Employees' Health and Safety Act.

The Mining Health and Safety Branch has a complement of 94, including nine mine rescue training officers. This complement of 94 engineers, inspectors, technicians, mine rescue training officers and clerical support staff covers four engineering disciplines – mining, electrical-mechanical, working environment and metallurgy.

1978-79 Activities

The branch's programs promote safe work conditions, practices and measures to minimize health hazards in the mining environment. They are carried out within a complex framework of inspections, investigations and consultations.

To achieve the branch's goals, the staff engage in the following activities:

- provide advice and guidance to employers and employees on acceptable practices to comply with the legislation;
- audit work practices and procedures for compliance with the legislation;
- audit internal responsibility system. The branch actively promotes the internal responsibility system recommended by Dr. James Ham in the report of the Royal Commission on the Health and Safety of Workers in Mines. The branch inspectors audit the functioning of this system by reviewing health and safety committee meeting minutes and auditing the effectiveness of worker skill training programs. In 1978, 90 per cent of the mines in Ontario had health and safety committees, with both management and labour actively involved.

Inspections and Surveys

During 1978-79, 4,689 inspections were conducted. The branch inspectors also investigate accidents, complaints and fatalities. It is hoped that through determining and analyzing the causes of accidents, the number of future accidents and fatalities will decrease. During 1978-79, 163 accidents and 15 fatalities were investigated.

Our working environment inspectors also conduct environment surveys. These surveys are of longer duration than inspections and consist of the collection and analysis of samples, review of company data, and comparison of our samples to company data. During 1978-79, 97 surveys were conducted.

Wire Rope Testing

By statute, all wire rope used in hoisting installations must be tested by the Government of Ontario Cable Testing Laboratory before use and at intervals during service. Each cable is tested for strength of material in its components, including a breaking test. The tensile machine has a capacity of up to 600,000 pounds tension. During 1978-79, the laboratory completed 906 tests.

Work Refusals

As provided for in the Employees' Health and Safety Act, the branch investigates refusals to work. During 1978-79, six investigations were conducted into refusals to work. The branch's goal is to encourage a company's internal responsibility system to the point that third party intervention is kept to a minimum.

Predevelopment Review

The branch is placing increased emphasis on predevelopment review to attempt to engineer out hazards during the planning stage of projects. In 1978-79, 263 predevelopment reviews were conducted. The inclusion of predevelopment review in the Occupational Health and Safety Act will formalize this service and assure a more uniform approach.

Mine Rescue Program

The director of the branch has overall responsibility for the mine rescue training program in Ontario. The training officers maintain a number of stations and substations equipped with breathing apparatus and fire fighting equipment, as well as other emergency equipment and supplies to respond immediately to any mine emergency. Mine rescue training officers train specialists at each mine in direction and control of special mine rescue procedures.

During 1978-79, 928 men participated in the mine rescue training program. Thirty-two seven-man teams competed in seven district mine rescue competitions. Ten fires were responded to, plus innumerable calls to be on the alert for emergencies or fire drills. The mine rescue program expanded into Southern Ontario to cover six mines there.

Abandoned Mines

Inspection of abandoned mines on private and Crown lands to ensure adequacy of protection against inadvertent falls into mine openings resulted in the covering of small openings with concrete and the fencing of large openings. Some \$337,631 was expended by the government on the contract work to install the protection. Liens were registered against the mine property if the owner was unable to pay the cost.

Inspection and Fatality Data

Statistics from January 1, 1978 - March 31, 1979*

	Jan. 1, 1978- March 31, 1979	April 1, 1978- March 31, 1979
Number of inspections	989	4,689
in mines	573	1,801
in pits and quarries	416	2,888
Number of workers	—	42,037
in mines	—	38,274
in sand and gravel pits	—	3,763
Number of fatalities	4	15
Underground	3	6
Surface	—	—
Metallurgical	1	3
Sand and gravel pits	—	3
Quarries	—	3
Number of underground mines	—	74
Number of surface mines	—	22
Number of pits and quarries	—	4,938
Number of metallurgical and ore processing plants	—	56
Number of clay, shale and peat workings	—	48
Wire rope tests	153	906
Mine rescue stations	—	7
Mine rescue sub-stations	—	19
Miners under training in rescue	—	915
Predevelopment review	138	263
Number of directions issued		
for mines	895	5,569
for pits and quarries	477	1,949
Prosecutions	—	27
Convictions	—	17
Accident investigations	99	163
Complaints	26	42

*This year the Mining Health and Safety Branch converted from reporting statistics on a calendar year to a fiscal year basis. The first column contains figures for the three months between the end of the 1978 calendar year and the end of the 1978 fiscal year, and the second column of figures are 1978-79 fiscal year figures.

Maxwell Fitch, MD
Director

The responsibilities of this branch are:

- to carry out either short-term or long-term investigations of health problems associated with occupational exposure to chemical, physical, or biological agents;
- to act as consultant in all matters relating to ionizing and non-ionizing radiation, including the use of x-rays for commercial, veterinary or research purposes;
- to evaluate the health of particular groups of workers - for example, those specified in the report of the Royal Commission on the Health and Safety of Workers in Mines (such as uranium miners and workers exposed to silica or asbestos);
- to conduct and/or sponsor research related to problems of occupational exposure to hazardous agents and evaluation of the health status of exposed workers;
- to monitor the use of radioactive materials insofar as the province has jurisdiction;
- to conduct studies and research in the area of occupational safety, and to act as consultants in matters relating to the safety of work procedures;
- to prepare contingency plans for, and take responsibility in the event of, emergencies relating to nuclear generating stations and heavy water plants*;
- to provide technical support to the Ministries of Health and Environment in matters relating to occupational and environmental health.

The branch operates under the authority of the Occupational Health and Safety Act, and certain provisions of the Public Health Act.

A feature of the branch is that it has responsibility in the fields of both occupational and environmental health.

The activities and services to meet the branch objective are conducted by four separate, but inter-related services: the Radiation Protection Service, Health Studies Service, Safety Studies Service and Radiation Protection Laboratory.

1978-79 Activities

Radiation Protection Service

Within the limits set by government policy, its task is to protect the people of Ontario from unnecessary exposure to radiation in working and living environments.

This responsibility is delineated in specific areas by the current Occupational Health and Safety Act, by Reg. 721 (x-ray Safety) under the Public Health Act and an Order-in-Council designating the Ministry of Labour as "lead ministry" in responding to accidents at nuclear power plants which might have off-site effects.

The following have been ongoing programs of the service during 1978-79:

- safety inspection of x-ray installations in industry, education and veterinary practice (162 x-ray facilities inspected, 20 plans checked for adequacy of radiation shielding);
- safety inspection of commercial microwave ovens (950 ovens checked for radiation leakage);
- on behalf of the Ministry of Housing, measurements of radon daughter concentrations occurring in newly constructed houses in Elliott Lake and Bancroft for compliance with a standard in O/Reg 555/78 under the Building Code Act (425 new houses checked; 486 houses rechecked);
- safety inspection of a limited number of radio-isotopic installations on request;
- contingency planning against possible accidental release of radioactive materials from nuclear power plants;
- providing advice, information and assistance to industry, government agencies and public on all aspects of radiation protection.

In support of these routine and planned new activities, a significant effort has been given to development of new methods of measurement, evaluation of new instruments, construction of special instruments, maintenance and calibration of equipment, and construction of new instrument calibration facilities with a view to more complete, reliable and faster evaluation of radiological hazards.

Investigation and assessment of new radiation hazards, particularly the various forms of non-ionizing radiation, has continued. This involves extensive reviews of the literature, together with field and laboratory investigations, attendance of courses and seminars, and participation on relevant committees (Canadian Standards Association, National Research Council, American Conference of Governmental Industrial Hygienists, International Electro-Technical Commission).

*The statutory responsibility for these emergency plans was transferred to the Solicitor General by Order-in-Council, 1458/79, May 23, 1979. The branch continues to provide technical support for these emergencies.

Examples of current investigations and developments are:

- assessment of naturally occurring radioactivity in concrete samples from various parts of the province to see if there may be systematic or significant differences in the radiation exposure of occupants of buildings constructed wholly or partly of concrete;
- application of track-etch methods to measure time-average radon daughter concentrations in air;
- assessments of electromagnetic field strengths around radio frequency heat sealers used in industry;
- assessments of field strengths in inhabited areas near police radio transmitter sites.

The service is comprised of 15 scientists and technicians.

Health Studies Service

The objective of this service is to provide information and consultation on the possible long-term health effects of various agents associated with industrial processes. The fullest possible use of accumulated and generated information is made both in the recommendation of guidelines and standards and in the provision of consultative services as requested or requested.

The service has a complement of eight medical consultants, a statistician and support staff.

It relies upon continuous cooperation with other branches, as well as the Workmen's Compensation Board, Ministry of the Environment, the Atomic Energy Control Board and other groups concerned with the health of workers and the effects of industrial activity on the general community.

The major activities of the service during 1978-79 relate to the health of miners, nickel workers, and workers exposed to vinyl chloride monomer, and have included the setting up of a system for the periodic review of mortality information within the province as an aid in identifying hazards. High priority is being given to the evaluation of carcinogenicity of certain substances. Plans are under way for setting up a Laboratory of Environmental Pathology in cooperation with the University of Toronto to screen and evaluate substances newly introduced into industry for possible mutagenic effects. Epidemiological studies are continuing of workers in vinyl chloride production, nickel refining, and of asbestos workers. A mortality study on over 46,000 former and present miners, including about 16,000 uranium miners, is being conducted at present in cooperation with the Workmen's Compensation Board and Statistics Canada.

Safety Studies Service

This service was formed to undertake a multidisciplinary research of factors which contribute to causes of occupational accidents and occupational diseases. The service consists of five professionals representing the disciplines of engineering, ergonomics, applied physiology, psychology, and statistical testing. This multidisciplinary approach allows great insight into the short and long-term effects of various actions, procedures, equipment, and environmental factors associated with the workplace.

The service has recently attained its complement of professionals. In the past year, specific recommendations for review of legislative regulations have been formed by group members in specific areas of concern. Members have acted in a consultative capacity and will continue to act in this capacity for the line branches. Research objectives are formulated in such a manner as to provide useful information on applied problems to reduce occupational injuries and occupational diseases within the province. The objectives are achieved through the combined use of existing information and self-initiated data collection. The information obtained is then disseminated through the consultative role of the service, seminars, and in published format.

Some areas of study activity include fall protection, commercial diving, personal protective equipment, safety correlates of physical fitness, and degenerative disease of the lumbar spine.

Radiation Protection Laboratory

This laboratory, with about 20 scientists and technicians, provides a capability for the analysis of a wide range of radioactive substances. In order to minimize cost and ensure consistency of service, it serves all provincial agencies charged with the responsibility for programs associated with the surveillance of uranium mining and processing nuclear reactors and industries, and facilities which use radioactive isotopes.

The day-to-day radiological surveillance measurements carried out for various programs during the year increased significantly over the previous year, reflecting mainly increased activity in the uranium mining/milling industry.

The laboratory provides technical advice to provincial agencies and to industry on establishing or improving their analytical capability, interpreting results and designing surveillance programs. Methodology development and improvement is a continuing process.

Alan D. Heath
Director

With expansion of uranium mining and nuclear generating stations, an increasing number of laboratories are becoming involved in measuring radioisotopes. During the year, our assistance in cross-checking samples has increased dramatically. The laboratory participated regularly in the U.S. Environmental Protection Agency's cross-check program. Calibration of equipment for the various companies and for this ministry has become a growing responsibility.

If the expansion trend in the uranium mining, milling, and processing and nuclear power industries continues, a larger workload can be expected. Moreover, since the field of instrumental technology is a rapidly advancing one, more time and effort are required to evaluate new equipment and new methodologies. The development of techniques for measuring at extremely low levels for the Ministry of Environment's IJC Great Lakes project is in progress.

Contingency Plans for Off-Site Emergencies* at Nuclear Generating Stations

Order-in-Council 178 of January 17, 1979 assigns to the Ministry of Labour "the responsibility for coordinating the response of the Government of Ontario to nuclear reactor accidents with off-site effects."

Within the ministry, the responsibility for this activity resides in the Special Studies and Services Branch. Day-to-day planning for off-site contingencies falls mainly to the Radiation Protection Service but the Radiation Protection Laboratory and Health Studies Service are also closely involved. Plans are under continuous review and are tested, at intervals, by realistic exercises.

The responsibilities of this branch are to coordinate the development and evaluation of Occupational Health and Safety Division policies and programs on behalf of the assistant deputy minister and to assemble and analyze data on workplace hazards and coordinate the development of programs to control the exposure of workers to hazards in the workplace.

On March 31, 1979, the branch had a staff of 61, including the director, 28 professionals and a secretarial and clerical unit of 32.

*The statutory responsibility for these emergency plans was transferred to the Solicitor General by Order-in-Council, 1458/79, May 23, 1979. The branch continues to provide technical support for these emergencies.

1978-79 Activities

The branch assessed the long-range policy needs and directions of the division in the context of the division's mandate and the government's commitment to occupational health and safety.

The branch coordinated the development of new policy initiatives. This involved the identification of issues, the analysis of the impact in terms of resource requirements and program needs, and the development of alternate program options and strategies.

The branch coordinated the preparation of divisional estimates, prepared and presented formal documentation on the specifics of divisional plans for presentation to Management Board of Cabinet.

At year end, work was under way on the preparation of documents for management board presentation outlining the resource requirements of the division resulting from the passage of Bill 70, *An Act Respecting the Occupational Health and Occupational Safety of Workers*.

Through the development of division and branch "Management by Results" plans, Standards and Programs Branch documents program goals and objectives and, on an ongoing basis, provides the data required for monitoring the progress of division programs against projected targets. The year 1978-79 saw the creation of a new revised MBR format for 1979-80 which emphasized a quantitative data, conciseness and consistency of presentation between branches.

Assessments of the relative priorities of division programs are made for the assistant deputy minister so that he may allocate available resources on a priority basis.

The branch identifies occupational health and safety priorities by industry sector and coordinates the development of programs for the control of hazards and hazardous substances in the workplace. During 1978-79 the branch coordinated drafting of the construction and industrial regulations to be promulgated under the Occupational Health and Safety Act. It also monitored the drafting of the regulations required for the mining sector.

The development of regulations, guidelines and data sheets is a major activity of the branch. The process initially developed for the preparation of regulations was revised in 1978-79, and now provides for additional opportunities for input by the public.

Notices of intent to regulate six chemical substances – asbestos, lead, silica, isocyanates, mercury and vinyl chloride monomer – one physical agent, noise, and occupational health hazards in general were published in the *Ontario Gazette* during 1978. In addition, the branch sent out over 600 copies of the draft regulations to organizations representing labour and management.

It was the responsibility of Standards and Programs Branch to coordinate the division's review of all briefs and submissions received from associations, the public and government sources. Staff of the branch arranged and chaired action-team meetings in which appropriately qualified personnel of the division analysed all briefs, presentations and comments received.

In 1978-79, Standards and Programs Branch sponsored a study to determine the data requirements of the division as well as the feasibility of meeting these requirements with a data bank. The report from this study proposed the development of a data bank which would provide the division with essential information for purposes of planning, control, research and dissemination of information. The detailed development of the data bank, which would be maintained by the branch, is to commence in 1979-80.

The branch provided operational support to the three line branches – Construction Health and Safety, Industrial Health and Safety and Mining Health and Safety – by carrying out the editing and coding of inspection and investigation reports, maintained a master filing system on employers and contractors, and processed lost-time injury reports (Form 7) from the Workmen's Compensation Board.

The branch provided education of division staff through the development of training programs for the inspectorate.

The occupational health and safety information toll-free zenith line, implemented in 1977-78, continued to be serviced by Standards and Programs Branch staff in 1978-79. Questions about complex biological, chemical and physical agents were directed to appropriate officials throughout the division.

The branch provided administrative support to the Provincial Lottery program for occupational health and safety.

Program Analysis and Implementation

N. Ignatieff
Assistant Deputy Minister

The Assistant Deputy Minister of Program Analysis and Implementation monitors existing programs and policies to determine their effectiveness, and assists in the development of new legislation, policies and programs to achieve ministry objectives. This includes responsibility for the ministry secretariat which coordinates the preparation of policy submissions, ministerial correspondence and liaison with other ministries.

The Assistant Deputy Minister is also responsible for the activities of the Research Branch, the Handicapped Employment Program and the Employment Standards Branch.

The office of the Assistant Deputy Minister, including the secretariat, has a staff of five.

Research Branch

G.S. Swartz
Director

The Research Branch offers a variety of research services to government agencies, private businesses, labour unions, and members of the general public. These services include:

Original Research

The branch uses a broad range of research techniques to gather new information and place defined labour problems in new perspectives. Among its activities are analyses of historical patterns and forecasts of future trends, examinations of the practices of other provinces and nations, and surveys of current labour issues. This work supports the assessment and formulation of government policy.

Maintenance and Analysis of a Data Base

The branch collects, verifies, analyses, and publishes on both a regular and an occasional basis many kinds of data important to the government and the private sector. These data allow the government to administer its programs efficiently and help to define areas in which new policies are needed.

Special Research Services

The branch answers requests for specific information and assistance from government agencies, the private sector, and the general public. It does so by conducting short-term investigations, by cooperating with other branches, ministries, and agencies in special projects, and by utilizing in-house data and information systems.

Branch Organization

The Research Branch is organized in four sections:

- Manpower and Employment Opportunities
- Working Conditions
- Labour Relations and Collective Bargaining
- Ministry Library

The ministry library collects up-to-date information on a wide variety of ministry issues. Library services are an essential resource of the branch, giving support to users within the Ontario government and, when possible, to the general public.

In order to fulfill these specialized functions the branch retains a full-time staff of 72 persons.

1978-79 Activities

Manpower and Employment Opportunities

This section is divided into two distinct units: the Labour Market Information and Analysis Unit and the Employment Opportunities and Industrial Standards Unit.

Labour Market Information and Analysis Unit

This unit was created to respond to specific requests for labour market information from member ministries of the Ontario Manpower Coordinating Committee and from the private sector. Established in October 1977, it was fully operational in June 1978.

The first activity of the unit was the preparation of the background paper for the Conference on Skills for Jobs, held at Seneca College in June 1978. The unit also began work on a number of projects for different ministries, encompassing a wide range of activities. These included monitoring current labour market conditions, developing medium-term forecasts, and carrying out activities that relate to specific program needs.

The main purpose of the unit has been to respond to needs identified by client ministries. It has prepared recurring reports on specific aspects of the labour market and made inputs into government policies. In addition – and particularly since the Skills for Jobs Conference – the unit has worked with the Ministry of Colleges and Universities to develop alternative approaches for producing more labour market information at the local level and to ensure that this information is used effectively in career guidance and training decisions.

*Employment Opportunities and Industrial Standards Unit**

This unit gives direct research support to six Ministry of Labour programs: the Women's Bureau, the Women Crown Employees Office, the Ontario Human Rights Commission, the Employment Adjustment Service, the Fair Wage Program, and the Industrial Standards Program.

During 1978-79 the unit assisted the Women's Bureau and the Women Crown Employees Office in preparing the *Annual Report on the Status of Women Crown Employees*, and studied the affirmative action activities for women in the private sector. Its research support in the area of human rights included the investigation of the awareness of human rights issues in the province for the Human Rights Commission and assistance to the Ministry in reviewing *Life Together*. The unit also compiled administrative statistics on the activities of the Employment Adjustment Service on an ongoing basis and issued regular reports. Finally, the unit participated in a review of the Fair Wage Program and updated the wage schedules designated under it.

Working Conditions

The section is responsible for two main areas: Employment Standards and Working Conditions, and Occupational Health and Safety. It also provides support to other ministry programs such as the Quality of Working Life.

Employment Standards and Working Conditions

During fiscal 1978 the section examined a wide variety of policy issues for senior ministry officials and answered requests from other agencies. It also gave research support to the Employment Standards Branch, and investigated a number of matters pertaining to hours, wages, and working conditions.

Occupational Health and Safety

During fiscal 1978 the Working Conditions Section undertook a number of projects for the ministry's Occupational Health and Safety Division. It gave policy support on various issues related to proposed occupational health and safety legislation, began to examine the economic effects of proposed occupational health regulations, maintained a data base on work injuries and responded to requests for information from this data base, and monitored refusals to perform unsafe work.

While the Quality of Working Life Centre was being set up the Working Conditions Section of the branch responded to requests from the Quality of Working Life Committee for administrative and research support. The section also published a study on innovative work arrangements and undertook a new survey of labour absenteeism and turnover throughout Ontario to update and expand the results of previous studies.

Labour Relations and Collective Agreements

This section is concerned with activities in collective bargaining and the Anti-Inflation Program, and is responsible for the Collective Agreements Library.

Collective Bargaining

During fiscal 1978 this section prepared monthly and quarterly reports on the case activities of the Ontario Labour Relations Board and the Conciliation and Mediation Service and reported regularly on their operations, policies, and procedures. It also prepared monthly reports with Labour Canada on collective bargaining settlements and negotiations, in which are listed changes in wages and benefits negotiated in all collective agreements covering 200 or more employees and which contain the terms of more than 850 agreements concluded during fiscal 1978. Further quarterly reports were prepared on wage developments in Ontario, showing the average annual cents-per-hour

*The unit was transferred to the Ontario Manpower Commission Secretariat, effective September 1, 1979.

and percentage increases in base wage rates during these agreements and separately for each twelve-month period of agreements.

The section intensified research support to conciliation and mediation officers to increase their effectiveness in preventive mediation and in settling disputes, and it compiled and analysed data on the most commonly negotiated provisions of major collective agreements. Prepared regularly, these reports help management and union negotiators and government conciliators and mediators settle collective agreements disputes.

The Labour Relations and Collective Bargaining Section monitored the progress of the Anti-Inflation Program and advised senior ministry officials of its implications for collective bargaining in Ontario. It watched post-controls settlements closely for evidence of trends arising from the removal of controls.

Collective Agreements Library

The Collective Agreements Library keeps a current file of the texts of all available collective agreements negotiated in Ontario. At year's end the library's file contained 7,200 agreements covering a total of 1,255,900 Ontario employees in all the industries under federal and provincial jurisdiction where collective bargaining takes place.

During fiscal 1978 the library helped more than 4,200 visitors representing business, labour unions, industrial relations consultants, law firms, government ministries, and the general public to obtain information from the documents on file, and it answered 4,500 telephone requests for information, which required searches of 4,900 agreements for data on wage rates, fringe benefits, and working conditions.

Ministry Library

The ministry library is an up-to-date information centre for materials on all major labour issues, especially those covered by the Ministry of Labour's programs. The library serves the personnel in the ministry and, to the extent of its resources, the general public.

The library retains a staff of fifteen, of whom six are professional librarians. Each librarian specializes in one or more of the fields of industrial relations, manpower and employment, human rights, and occupational health and safety.

In addition to its normal lending, purchasing, and indexing activities the library carried out over 600 specialized on-line computer searches for reference information for ministry staff, integrated the card catalogue of materials obtained from the Ministry of Health Library with the catalogue of the Ministry of Labour Library, finished indexing the decisions of the Employment Standards Branch and the Ontario Human Rights Commission, and set up a special file on occupational health and safety.

1978-79 Publications/Research Branch

Background Paper for the Conference on Skills for Jobs

Inventory of Innovative Work Arrangements

Collective Bargaining Negotiations and Settlements (monthly)

Wage Developments in Collective Bargaining Settlements in Ontario (quarterly)

Collective Agreement Expirations (annual)

Hours, Wages and Related Payments in the Ontario Construction Industry (annual)

1978-79 Publications/Ministry Library

Library Bulletin: Occupational Health and Safety (biweekly)

Occupational Health and Safety Topics (biweekly)

Library Bulletin: Labour Relations, Employment and Human Rights (monthly)

Labour Topics (monthly)

Selected bibliographies in employment, human rights, employment of the physically handicapped, and labour turnover

Employment Standards Branch

John R. Scott
Director

1978-79 Activities

The Employment Standards Branch provides protection for approximately three-and-three-quarter million Ontarians, in the area of minimum wages and basic working conditions.

The Employment Standards Branch is responsible for the administration and enforcement of:

- The Employment Standards Act
- The Industrial Standards Act
- The Fair Wage Schedules on Government Contracts and
- The Employment Agencies Act

The branch also includes the Employment Adjustment Service, a special ongoing program to assist labour, management and government in the area of manpower adjustment problems.

The branch has a complement of 127: a director, executive assistant, administrator of field services, specialists, supervisors, managers, employment standards officers, and support staff.

Employment Standards Act

The intent and purpose of this Act is to prevent exploitation by providing for minimum standards of wages and working conditions. The primary aim of the legislation is to assist the segment of the population which has little or no collective bargaining power.

The branch investigates complaints made by employees and conducts investigations of selected groups of industries across the province.

Employers are encouraged to comply with legislation on a voluntary basis through advertising programs, public speaking engagements and special seminars conducted on employers' premises.

During 1978-79, the branch conducted eight seminars through community colleges.

Intake and Response

The primary objective of the intake section is to provide efficient, courteous and helpful responses to the public.

During 1978-79 year, this section responded to about 357,686 telephone inquiries and 8,577 letters of inquiry and conducted 20,060 interviews.

Investigations

During 1978-79, the branch conducted 14,339 investigations under the Employment Standards Act.

Collections were made on behalf of 18,352 employees for a total of \$3,146,160.

A comparative breakdown of these and other statistics may be found at the end of this report.

Industrial Standards Act

The Industrial Standards Act provides a means whereby employees and employers may jointly request a schedule of working conditions for their particular industry. When the schedule has been prepared and accepted by both groups and has been approved by the ministry, the schedule becomes the standard for that industry or trade in a designated zone.

Any properly defined industry may take advantage of the legislation; it is now being utilized by the garment and fur industries and some of the construction trades.

The schedules made under the Industrial Standards Act are generally administered by an advisory committee consisting of representatives from labour and management. All matters are subject to the approval of the director of the Employment Standards Branch.

Employment Standards Branch Statistics

Summary of Statistics, April 1, 1978 - March 31, 1979

Intake and Response	1977-78	1978-79
Telephone inquiries	250,968	357,686
Letters of inquiry	4,689	8,577
Interviews	16,090	20,060
Investigations	1977-78	1978-79
Complaints	14,761	13,478
Routines	691	861
Total	15,452	14,339

1977-1978 from April 1, 1977 to March 31, 1978 inclusive
1978-1979 from April 1, 1978 to March 31, 1979 inclusive

Fair Wage Schedule on Government Contracts

The Fair Wage Schedule on government contracts ensures employees working on government projects in the construction, building cleaning and security industries of fair labour rates, and protects contractors from unfair competition based on labour costs when bidding on government contracts. Before tenders are invited for specific projects, a government ministry must obtain from the Employment Standards Branch the minimum wage rates for each job classification and the maximum hours of work.

During 1978-79, fair wage provisions were included in 1,502 contracts, which had an estimated value of \$427,903,109.

Employment Agencies Act

The purpose of the Employment Agencies Act is to provide for the licensing and regulation of employment agencies in Ontario. "Employment Agency" is defined, in part, under the Act, as the business of procuring, for a fee, reward, or other remuneration, persons for employment or employment for persons.

Class A employment agencies are prohibited from charging a fee for any service rendered to any person procured for employment. In classes B, C, and D, the persons for whom work is found may be charged a fee, but not greater than the limitations in regulations under the Act.

Assessments

	Amount Collected		No. of Monetary Standards Assessed Against Employers		Total Assessments Made Under Individual Standards For Employees	
	1977-78	1978-79	1977-78	1978-79	1977-78	1978-79
Minimum Wage	\$ 92,973.19	\$ 96,103.31	392	403	818	974
Equal Pay for Equal Work	6,672.67	8,311.78	9	8	20	29
Overtime	350,996.10	466,423.81	849	870	3,087	3,299
Termination	533,504.98	592,465.04	1,526	1,680	1,858	1,988
Vacation Pay	649,410.80	731,347.11	5,632	6,345	12,310	11,513
Public Holidays	201,358.89	303,744.85	746	737	3,241	3,393
Industrial Stds.	401.44	1,218.88	1	1	51	1
Fair Wage	17,758.44	8,157.07	6	9	20	74
Pregnancy	8,375.02	1,903.44	5	5	5	5
Collection of Wages	729,306.33	936,484.54	3,142	3,610	4,127	4,998
Total	\$2,590,757.86	\$3,146,159.83	12,308	13,668	22,537	26,274

	Employers Assessed		Employees Benefitting Financially	
	1977-78	1978-79	1977-78	1978-79
	7,646	8,298	18,289	18,352

Appeals

	1977-78	1978-79
Appeals (Section 50)	145	180
Results		
Order Confirmed	28	8
Employer Upheld	9	1
Order Varied	—	—
Appeal Withdrawn	27	44
Appeal Pending at end of fiscal year	81	127
Total	145	180

Employment Adjustment Service

The Employment Adjustment Service plays a liaison/consulting role between parties faced with potential employment disruption and public or private sector institutions which assist the employers and employees involved.

Activities of the service include:

- monitoring layoffs and terminations in situations where 25 or more employees are involved;
- exchanging information and maintaining contact with other provincial and federal government agencies;
- advising employees and employers of the requirements of the termination legislation;
- assessing the need for, and participation in, the establishment of adjustment committees both in the formal sense and on an ad hoc basis.

The principal mechanism employed is the Manpower Assessment and Incentive Agreement process of the Canada Manpower Consultative Service. The Ministry of Labour, through the Employment Adjustment Service, is a financial contributor to and a participant in this program. The agreement sets up a committee consisting of employee representatives, management representatives and an independent chairman to assist employees affected by large-scale terminations to re-establish themselves in new employment.

In addition, the service, along with the Canada Manpower Consultative Service, may also become involved in general unemployment situations. In 1978-79, for example, the Atikokan Joint Manpower Assessment and Planning Committee was formed to assess the impact of the phase-out of mining operations in the community and the subsequent loss of some 1,000 jobs.

The Employment Adjustment Service currently consists of two officers and a secretary, supported by the inspection services of the Employment Standards Branch.

Employment Adjustment Service

	1977-78	1978-79
Termination cases involving 25 or more employees		
Cases	146	97
Employees	20,520	10,133
Committees		
1. MAIA		
Cases	53	48
Employees	9,269	5,747
Financial Commitment	\$67,000.00	\$49,925.00
2. Ad Hoc		
Cases	1	—
Employees	2,800	—
3. Technological Change		
Cases	43	63
Employees	5,811	6,494
Court Action	1977-78	1978-79
Cases	53	65
Charges	61	149
Results		
Withdrawn	22	30
Dismissed	4	15
Convictions	10	3
Fines Levies	\$7,577.25	\$5,670.49
Permits	1977-78	1978-79
Overtime Permits	696	627
100 Hour	247	219
Special	449	408
Handicap Work Permits	89	78
Individual	—	48
Group	—	30
Homeworker Permits	429	233
Fair Wage Schedule	1977-78	1978-79
Construction		
Number of Contracts	1,196	1,299
Dollar Value	\$337,047,136	\$422,314,437
Building Cleaning and Security		
Number of Contracts	122	203
Dollar Value	\$5,644,398	\$5,588,672

Employment Agency Licenses

Class	Initial		Renewal		Total	
	1977-78	1978-79	1977-78	1978-79	1977-78	1978-79
A	154	169	554	563	708	732
B	2	—	10	11	12	11
C	—	—	—	—	—	—
D	8	4	23	24	31	28
Total	164	173	587	598	751	771
Revenue	1977-78	1978-79				
	\$52,500.00*	\$78,050.00				

Final Revenue Advised by Finance \$76,650.00

*Revised

Handicapped Employment Program

Barbara Earle
Coordinator

The Handicapped Employment Program was set up in September, 1978 to maximize employment opportunities for physically handicapped citizens in the private sector. The program plans to meet its objective by:

- increasing employers' knowledge, awareness of, and commitment to employment of the handicapped;
- identifying, exploring and determining means to resolve barriers to employers' hiring of physically handicapped persons;
- developing strategies and models to maximize the matching of employers and employable physically handicapped citizens;
- developing strategies to improve handicapped citizens' opportunity for employment.

The Handicapped Employment Program has a complement of three: a coordinator, a community relations coordinator and one support staffer.

1978-79 Activities

Since its inception, the Handicapped Employment Program has concentrated its efforts on consultation with programs, groups and individuals concerned with handicapped employment. The objective of this consultation has been to obtain input into program design and priorities, to establish relationships required for program delivery, and to test strategies to overcome barriers and to implement projects.

Exploratory activities have included:

- consultation with network of agencies and government programs serving the handicapped regarding the Handicapped Employment Program's design and priorities;
- initiation of pilot projects to test priorities and strategies being developed during consultation;
- delivery of program responding to identified client groups and to public;
- initial policy development contributions in coordination with other government programs;
- delivery of a program of equal opportunity for the physically handicapped within the Ministry of Labour;
- development of an "Experience '79 Program" which will place 18 students in employment-related projects across the province;
- distribution, on request, of 5,000 copies of *I Am More Than You See*, a guidebook for employers on hiring the physically handicapped. Development of a resource kit for employers.

Administration Division

D.J. Morgan
Executive Director

The Administration Division is responsible for providing administrative support for the operating branches of the ministry. The support activities consist of Finance, Personnel, Systems and ADP, Administrative Operations, Information Services and Internal Financial and Management Auditing.

Finance Branch

G.A. Webster
Director

The Finance Branch provides a complete range of accounting and financial advisory and consultative services to management, employees, customers and suppliers of the Ministry of Labour. The branch liaises with all other branches of the ministry, Management Board Secretariat, the Provincial Auditor and all other ministries.

There are five program areas:

- Administration
- Revenue
- Budget and budgetary control
- Accounts payable
- Payroll

The branch complement during 1978-79 was 30.

Administration

This service includes the provision of accounting and financial advisory and consultative services as required.

Revenue

In addition to recording, depositing and reporting all revenue received, this section also administers the accounts receivable system.

Budget and Budgetary Control

This section compiles estimates and prepares the annual budget, controls and reports on expenditures and prepares monthly financial reports and statements.

Accounts Payable

This section administers the processing and payment of suppliers' invoices, employee travel expenses and internal financial transactions.

Payroll

In addition to providing regular payroll services, this section is also responsible for maintaining attendance credit reports for all employees.

Personnel Branch

N.E. Mayne
Director

1978-79 Activities

	General Expenditure	General Revenue
Ministry Administration	\$ 7,305,000	\$
Industrial Relations	2,394,000	16,000
Women's Programs	633,000	
Occupational Health and Safety	19,766,000	5,426,000
Employment Standards	2,928,000	200,000
Ontario Manpower Coordinating Committee	237,000	
Human Rights Commission	1,803,000	
Labour Relations Board	2,178,000	
Credits		80,000
Total	\$37,244,000	\$5,722,000

During 1978-79, the recruitment, classification, development and counselling of the ministry's employees required a Personnel Branch complement of 16, consisting of nine professional and seven support staff. The branch operates on a specialist basis with a director, three recruiting officers, three classification officers, one training officer and one benefits officer, supplemented by clerical support and part-time specialists as required.

During the fiscal year, the ministry had a net increase of 33 positions which brought the ministry's classified position strength to 1,194 as of March 30, 1979.

W.H. Lehman
Director

1978-79 Activities

Recruitment

During the fiscal year 1978-79, the recruitment section experienced a high level of activity in staffing mainly due to the expansion of the Occupational Health and Safety Division. Once again, the section coordinated the summer student employment program.

Classification

The classification section provided consultative services to management on organizational planning and development and was responsible for the classification of all positions in the ministry.

Staff Development

The staff development section was responsible for the training and development activities of the ministry. The main area of responsibility included consultation and assistance to both management and employees on training and development subjects.

Employee Counselling

The counselling activities for the ministry related to conducting exit interviews, handling personal problems, conducting the Retirement Program and administering various appeals.

The Systems and ADP Branch serves all aspects of client needs in the areas of systems development, including design, implementation, maintenance and data and operational processing. Systems activity is very often involved in the legislative process pertaining to Acts and regulations inherent in user programs. Areas of activity can be generally categorized as follows:

- commercial systems, such as accounting applications, inspection control and enforcement, field activity, employer and employee data and management statistics;
- scientific and research projects involving studies and surveys, and the production of analytical statistics for economists, engineers, medical specialists and other professional staff;
- consultation at the concept stage to determine feasibility, identify technical concerns and provide cost benefit analysis.

The branch objectives are:

- to provide clients with quality products that will meet their needs, observing the boundaries costs, requirements and legislation;
- to apply professional project management techniques that will make provision for ongoing control, progress assessment and quality review of all projects undertaken;
- to document major systems to ensure that they can easily be maintained or updated as necessary.

The Systems and ADP Branch presently has a complement of 33. This consists of a director, secretary, receptionist, 11 management services officers, and 19 data entry operators, computer technicians and clerical staff. It is augmented as required by outside assistance.

Contract staff will vary according to requirements, priorities and funding.

Ongoing Programs

At present the branch is involved with systems in the following areas:

Ministry of Labour

Research Branch

20-30 projects simultaneously ranging from small (under 5K) to large (over 20K) in cost, and covering working conditions, collective bargaining, industrial relations, labour market conditions, quality of working life, surveys and statistical research.

Occupational Health and Safety Division

Industrial Health and Safety Branch, Construction Health and Safety Branch, Mining Health and Safety Branch, Occupational Health Branch, Special Studies and Services Branch, Standards and Programs Branch.

Other ministry areas presently include Women's Bureau, Employment Standards Branch, Ontario Human Rights Commission, Administration Division.

Ministry of Consumer and Commercial Relations

Technical Standards Division

Elevating Devices Branch, Fuel Safety Branch, Pressure Vessels Safety Branch.

Ministry of Colleges and Universities

Manpower Training Branch

Tradesmen certification and renewal program, and apprenticeship training programs in 22 community colleges across the province.

1978-79 Activities

Budget

Gross	\$ 1,093,100
Recoverables:	
MCCR	200,515
C&U	147,085
Net Labour	\$ 745,500

Processing Volume

	1978-79	1977-78
Input approximately	3,100,000	2,500,000
Jobs submitted	6,516	6,870
Output lines printed	78,110,100	67,591,800

Approximate Budget Expenditure

Systems Development	\$ 400,000
Data Entry Production & Centre	300,000
Computer Services	262,000
Admin., Supplies, Travel, etc.	131,100

Administrative Operations Branch

R.R. Hogarth
Director

1978-79 Activities

The Administrative Operations Branch provides administrative support services to the ministry's line and staff operations in both the head office and 10 district office locations, plus 10 Mining Health and Safety Branch offices located throughout the province.

Support services provided include records management, purchasing, inventory control, warehousing and supply, reprographics, mailing, office accommodation and transport.

Administrative support is provided for the Ministries of Consumer and Commercial Relations and Colleges and Universities in those district offices where premises are shared.

Reporting to the Executive Director of Administration, the director of the Administrative Operations Branch is assisted in the operation by a records management officer, two purchasing officers, a supervisor of office services, a supervisor of reprographics, an accommodation officer, 10 district office administrators and 81 clerical and technical staff.

During 1978-79, the alteration/leasing program was continued to provide accommodations for an enlarged ministry. In many locations, alternative or enlarged premises were required. In conjunction with the Ministry of Government Services, some of the field locations were relocated and an alteration program implemented and/or completed. The scope of the accommodation program, however, has dictated that it be carried over into the 1979-80 fiscal year.

A major laboratory facility for the Radiation Protection Section of the Special Studies and Services Branch will be occupied early in 1979. The design stage is near completion for the new laboratory facilities for the Occupational Health and Safety Division. These are negotiated and coordinated by Administrative Operations on behalf of the Occupational Health and Safety Division.

The growth in the workload of the reprographics unit continues. The trend, which began after all headquarters operations were finally housed at 400 University Avenue, is such that the projected volume for 1979-80 is 13,000,000 impressions.

The substantial complement increases within many of the ministry's operating branches, boards and commissions, have resulted in increased workloads in all areas of Administrative Operations Branch activities. Additionally, changes to the managerial structure of the Occupational Health and Safety Division at the district and field office level, has placed increased pressures on the clerical support staff. To this point, they have been able to respond satisfactorily. Procedures and staffing levels will be constantly under review in the 1979-80 fiscal year to ensure that a proper level of support is maintained.

J.W. Preiner
Director

The Information Services Branch administers an ongoing program of two-way communication between the ministry and the general public in order to facilitate the achievement of ministry goals. In fulfilling this mandate, the branch provides the following services:

Consultation

Branch staff advise senior ministry staff, including the minister, deputy minister and two assistant deputy ministers on the communications implications of ministry policies, programs and initiatives.

Planning

Branch staff identify communications needs and develop advertising, public relations and promotion programs to assist in the achievement of these goals.

Implementation

Branch staff are responsible for implementing programs designed to inform the ministry's client groups of its philosophy, policy and programs. They prepare news releases, pamphlets, brochures and other printed material, exhibits and audio-visual aids. They also manage the ministry's advertising program and assist in the presentation of seminars.

At the end of the fiscal year the branch had a complement of ten: a director, five public relations officers and four support staff. Each officer provides consultative, planning and implementation services in the course of managing ministry communications programs.

1978-79 Activities

Advertising and Research

Two increases in the minimum wage, August 1, 1978 and January 1, 1979, were announced in an advertisement in all daily and weekly papers and the ethnic press.

Local newspapers were used to announce new addresses for ministry district offices and new locations for branch regional offices.

The Occupational Health and Safety Division used newspaper and public service radio to announce a Zenith telephone number for enquiries about biological, chemical and physical agents in the workplace. The division also advised the public of the availability of Bill 70 through complete coverage in daily, weekly and ethnic press.

The Ontario Human Rights Commission made prints of the television commercial "Forest Fable" available to all Ontario TV stations for public service commencing on Human Rights Day, December 10.

Audio-Visual

The branch completed "An Introduction to Mining Health and Safety," a 24-minute video tape presentation. The tape surveys the wide range of activities and concerns of the ministry's mining programs in health and safety.

Audio-visual packages were developed to complement the Industrial Relations Division's preventive mediation program. A team of mediator-training officers reviewed the best material available on the subject and adapted it for use in their program.

A series of staff development tapes were produced internally in collaboration with the women's advisor and the personnel training officer.

A slide and photo library was established for all aspects of Occupational Health and Safety.

Media Relations

More than 35 news releases and about 30 speeches for the minister and senior ministry officials were prepared for distribution.

The district media liaison representative system, by which an officer in each district office acts as liaison between the local media and the ministry was strengthened with staff training seminars in each district.

The branch continued its daily, tape-recorded, "date-book" telephone service for members of the press gallery of the legislature and for district media liaison representatives of the ministry. Public activities and events pertaining to the ministry of labour are reported.

The Information Services Branch press clipping service for senior ministry staff was broadened to make available audio tapes of major broadcasts.

Conferences, Seminars and Exhibits

The branch worked with the Ontario Manpower Secretariat in the development and planning of the "Skills for Jobs" conference including graphics and symbology for all printed material.

Publications

The branch planned and developed:

- graphic identification for the Quality of Working Life Centre
- a series of pamphlets on conciliation and mediation and preventive mediation
- a pamphlet describing the Nursing Consultant Service

The following new brochures/publications were produced:

Women and the Law - a brochure on the laws in Ontario, printed for inclusion in a *Legal Kit* with other information on law as it relates to women;
Your Rights as a Worker in Ontario - a brochure developed in response to many requests from agencies and organizations requiring basic job information meaningful to new Canadians, also included in the *Legal Kit*;
Maternity Leave in the Ontario Public Service - information on maternity leave for employees in the public service;
Careers in the Ontario Public Service - career profiles for employees of the Ontario Public Service;
Occupational Health in Ontario - 3 issues;
Summary of Mining Accident and Employment Statistics 1977 - annual publication;
Women Crown Employees Annual Report 1977-78;
Ministry of Labour Annual Report 1977-78;
Interim Report on the Advisory Council on Occupational Health and Occupational Safety - (November 1, 1977 to March 31, 1978) interim statement of the council's operations, to be published annually beginning with 1978-79 fiscal year.

The following brochures were revised and updated:
Women's Bureau factsheet "Basic Facts";
Employment Facts for Ontario Students;
The branch also coordinated the reprinting of approximately 50 other brochures and materials;

The following publications were translated and printed:

Guide to the Employment Standards Act - French, Portuguese, Italian, Greek;
Your Rights as a Worker in Ontario - French, Italian, Portuguese, Chinese;
Affirmative Action Material - (including brochures, organization sheets, kit covers and mastheads) - French.

Translation Coordination

The responsibility for coordination of all ministry material requiring translation was transferred to the Information Services Branch.

The Ontario Quality of Working Life Centre

Dr. Hans van Beinum

The Ontario Quality of Working Life Centre was established in December, 1978.

The centre, the first of its kind in Canada, was created by the Government of Ontario on the recommendation of a joint labour-management advisory committee on the quality of working life. The committee was established in June, 1977, by Deputy Minister of Labour, Tim Armstrong, QC, and has served under his chairmanship since that time.

The advisory committee acts as a steering body with respect to the overall policy and program of the centre.

The staffing and organization of the Quality of Working Life Centre is composed of two interlocking systems / a small permanent staff and a larger system of associates and temporary fellows.

The permanent staff of the centre consists of a small group of professionals with experience in a wide variety of fields such as labour, management, journalism, information sciences, industrial relations and the behavioural sciences. The centre has a complement of five / one executive director, three program coordinators and one administrative assistant.

The centre will work together with many other organizations and individuals in a variety of settings. In view of the strategic importance of QWL, the centre is building a network of collaborative relationships with a range of interested organizations. Special relationships have already been adopted with the Niagara Institute and with York University and the International Council for the Quality of Working Life. Dr. van Beinum is director of the Quality of Working Life Program of the Niagara Institute, and adjunct professor in the Faculty of Environmental Studies, York University.

The aim of the centre is to contribute to the improvement of the quality of working life in Ontario. Through a set of related activities, the centre will work to help increase both the understanding and practice of the quality of working life and to assist in its integration into the basic fabric of our society.

The mandate of the centre includes:

- providing assistance in the design, implementation, monitoring and evaluation of quality of working life projects;
- providing for the education and training of individuals and organizations in quality of working life approaches;
- undertaking information collection and dissemination and research activities and generally promoting a broadly based interest in and appreciation of quality of working life concepts.

The working policy of the centre is based on the principles of joint involvement and shared responsibility. Improvement in the quality of working life can only succeed if management and labour are able to recognize areas where joint benefit is possible, and are willing to learn to work together as partners in these areas.

1978-79 Activities

There are five major program areas of the centre: consultation, field project work, education, diffusion of information, and research.

QWL Consultation

The staff of the centre meet daily with many different kinds of organizations in order to introduce and discuss the general quality of working life concept and to assist the organizations in examining the relevance and meaning of QWL for their own particular situations.

QWL Field Project Work

A major role of the Quality of Working Life Centre is to assist in the development and maintenance of actual programs to improve the quality of working life in Ontario. The centre will work with interested organizations in activities ranging from the initial examination of values and policies with respect to long-range planning related to the quality of working life, through the design of new systems or the re-design of existing systems, to the monitoring and evaluation of quality of working life programs. The centre undertook one evaluation project in 1978-79.

Education

A wide-ranging education program is essential to the development and diffusion of quality of working life in Ontario. The educational activities offered by the centre will range from general, introductory sessions, to programs tailor-made to fit the specific needs of one organization, to introduce some particular approach (e.g., participative re-design) or to explore an important area of concern within the quality of working life field (e.g., evaluation of QWL projects). In 1978-79 the centre held two educational events, one jointly with York University and one evaluation seminar.

Information Services

The centre is involved in collecting and disseminating information related to the theory and practice of quality of working life. In order to have access to the widest range of information, the Ontario centre is collaborating with the International Council for the Quality of Working Life. The centre publishes a newsletter on quality of working life and provides information in response to specific requests.

Ontario Manpower Co-ordinating Committee Secretariat*

John Kinley
Executive Coordinator

Research

Although research is not one of its major activities, the centre will support and participate in a small number of research projects which have important practical implications. In this way, the centre hopes to contribute to the solution of some of the basic problems which hinder a sustained development in the quality of working life field.

Some examples of areas needing further research are the relationship between the quality of working life and the changing roles of the different levels of management; the effect of quality of working life on the role of the union and the short and long-range effects on the nature of work and the overall effect on organizations of new technologies such as the field of micro-electronics.

The Ontario Manpower Co-ordinating Committee Secretariat was established to serve the administrative, liaison, information and research needs of the Ontario Manpower Coordinating Committee. The committee consists of deputy ministers with manpower responsibilities and is chaired by the Minister of Labour. The secretariat, located in the Ministry of Labour, focuses on the principal responsibilities of the committee, which are to coordinate:

- federal-provincial and interprovincial government relationships in the manpower area,
- manpower activities of the various ministries of the Ontario government and
- development of employment-related projects in the private sector.

The secretariat ensures that the tasks defined by the premier in the legislature on May 21, 1974, are carried out. These were expressed as follows:

"Firstly, that there is a clear need to fully coordinate the activities of the federal and provincial governments in the field of manpower policy; secondly, that there is a need to more fully coordinate manpower activities within the various ministries involved in the Ontario government; and thirdly, that the training and education be related to both the social and economic needs of our citizens."

The ongoing programs are:

- identification of manpower issues and development of Ontario positions pertaining to them,
- maintenance of effective Ontario representation on manpower questions that concern the federal and other provincial governments,
- coordination of provincial manpower activities that affect more than one ministry,
- improving the use of labour market information in guiding manpower activities,
- job creation and improvement of work opportunities for people with special employment needs.

The secretariat had five complement positions during 1978-79: a program executive, an executive officer, a clerk-stenographer and two economists.

*The Ontario Manpower Coordinating Committee was replaced in June, 1979, by the appointment of a Manpower commissioner, supported by an advisory commission comprised of representatives from labour, education and the business community. The secretariat was transferred to the commission.

1978-79 Activities

Policy Development

The "Skills for Jobs" Conference, June 8-9, 1978, dominated the secretariat's activities in this area for much of the year. The conference, in which several Ontario ministers along with representatives of labour and management and educators participated, was chaired by Premier Davis and addressed the problem of skill shortages in Ontario.

Sixteen critical issues that urgently require government and private sector attention were drawn from the conference discussion. During the latter six months of the fiscal year, these issues formed a focus for program evaluation and suggestions for corrective action.

To facilitate the resolution of the problems identified by the issues, an ad hoc advisory group was established, composed of cabinet ministers and private sector personnel, mainly from among conference delegates. This group was requested to advise the government on practical remedial action that might address the issues. It had not completed its work at the end of the fiscal year but had already indicated interest in direct Ontario financial support for training in industry.

Two specific policy issues, not directly associated with the conference, were dealt with. One of these had to do with building flexible employer access into a provincially sponsored on-the-job training program. The second was the influence federal government policy with respect to using unemployment insurance funds to support job creation. While all aspects of the Ontario point-of-view were not accepted at the federal level, the September 1, 1978 Employment Strategy proposed extensive use of unemployment insurance funds to support activities under Section 38 of the Unemployment Insurance Act.

Intergovernmental Representation

There was one Federal-Provincial meeting of manpower ministers and two of deputy ministers during the fiscal year. The meetings of deputy ministers, in October 1978, were called to consider the federal Employment Strategy and, in particular, the proposed changes in the Unemployment Insurance Act. The second meeting of deputy ministers in March, 1979 dealt with policy questions relating to manpower which were raised at the First Ministers' Conference in November 1978.

The first of these meetings resulted in a strong Ontario position being taken with respect to several of the proposed changes in the Unemployment Insurance Act, and suggestion of alternative approaches to determining benefit levels and some eligibility conditions. The second meeting focused on what sort of intergovernmental action would be required to deal with questions about the production and use of labour market information, the nature of future training needs and the continuing problem of youth unemployment.

The Federal-Provincial Manpower Needs Committee considered job creation, better coordination of the youth employment programs and services of the two governments, and reports of its sub-committees on Training, Labour Market Information and Youth.

Throughout the year, the secretariat was involved in discussions relating to these youth programs and services. One result of this was the joint publication by the federal and Ontario governments of a *Guide to Youth Employment* program operating in the province.

Interministerial Coordination

This is a day-to-day activity of the secretariat which during the year ranged from developing provincial positions for intergovernmental meetings, participation in the "Skills for Jobs" conference, program development, to providing information on the various manpower activities of the province.

Improving Use of the Labour Market Information

Early in the year, the secretariat continued to work on the establishment of the Central Labour Market Information Unit which became operational in June 1978. Since that time, it has participated in many discussions that have attempted to give direction to the unit's activities. Important among these was the meeting of the Ontario Manpower Coordinating Committee in January 1979 which reviewed the unit's work.

In addition, the secretariat's staff has throughout the year provided information on labour shortages and surpluses, contributed to provincial positions taken on manpower issues and prepared several documents dealing with labour market conditions.

Job Creation and Special Employment Needs

The major activity in this area was the Community Employment Strategy. Projects were implemented by the strategies located in the Hamilton-Wentworth Region, Fort Frances-Rainy River, Geraldton-Nakina-Longlac and Big Trout Lake Indian Reserve. An interim evaluation of the four strategies was completed in mid-year and reached the conclusion that the process had been relatively successful but was incomplete.

As a result, arrangements were made to continue the experimental phase of the strategies until the end of the 1979-80 fiscal year at which time both federal and provincial sponsorship will come to an end. In the intervening months, the committees are being encouraged to find alternative means of financing their activities.

Throughout the year, efforts were made to promote job creation activity under Section 38 of the Unemployment Insurance Act. It has proved difficult to find projects that satisfy the federal guidelines for creating work through the use of unemployment insurance funds, but efforts continue to develop experimental projects in Ontario.

Women's Bureau

Marnie Clarke
Director

The Women's Bureau was established in 1963 to provide a centre for study and action which focuses on issues relating to women in the paid labour force. During the past 16 years, the number of Ontario women employed outside their homes has surpassed all forecasts, reaching 1.7 million in 1978.

The resources of the bureau have been adapted to meet the needs of a growing number of client groups including women's organizations, employers, unions, educational institutions and community agencies. The issues raised most frequently in letters and telephone calls are unjust dismissal, discrimination in employment, sexual harassment and equal pay.

The bureau functions in a variety of ways, developing new initiatives as well as responding to public requests for information, referrals, advice and assistance. The status of working women and issues of concern to them are topics for ongoing research and analysis. New publications are developed as the need becomes apparent. An advisory service provides employers with encouragement and assistance in establishing programs for the full utilization of the abilities of female employees. Counselling agencies and groups working with low-income, native and immigrant women are supplied with programming assistance. In addition to such outreach activities, the bureau prepares, for government consideration, studies and policy recommendations relating to the enactment and enforcement of labour legislation affecting women.

In the last fiscal year, the funds of the disbanded Executive Coordinator's Office were re-allocated to the Women's Bureau and the Women Crown Employees office. The Women's Bureau was reorganized into three major program areas; Information and Communications Affirmative Action, and Community Outreach.

The bureau operated with a complement of 17: a director, an administrative assistant, coordinators of research, affirmative action and communications, a research assistant, a community liaison officer, an employment counselling consultant, two affirmative action consultants, resource centre advisor, publications clerk and five support staff.

During 1978-79, the director and other staff participated in a number of ministry committees, providing input on the development of policy affecting the employment of women.

The director of the Women's Bureau chaired an interministerial committee preparing *The Ontario Report: Today and Tomorrow* which will be submitted to the United Nations as part of the *Canadian National Plan of Action*.

Dr. Robert Elgie announced in March, 1979, the appointment of a seven-member Advisory Council On Equal Employment Opportunities for Women, chaired by the director of the Women's Bureau. Drawn mainly from senior management and union ranks, the members will share information and expertise and make recommendations to the Minister of Labour with respect to the Women's Bureau Affirmative Action Consulting Service.

1978-79 Activities

Information and Communications

The Information and Communications Unit monitors the changing status of women in the work force, identifies labour force issues that affect women and responds to requests for information from the media and the public. Additionally, staff develop policy studies and recommendations concerning women in the labour force.

In 1978-79, a major project of the unit was the coordination of material submitted by members of the interministerial committee for inclusion in *The Ontario Report: Today and Tomorrow*. The report details Ontario's past actions and future plans concerning the status of women.

In conjunction with the Research Bureau, the Women's Bureau has undertaken an in-depth examination and evaluation of contract compliance programs for women and minorities in the United States.

The bureau develops and distributes on a demand basis, print and audio-visual materials which inform women of their legal rights, counteract stereotypes, and provide general information on labour issues concerning women.

In 1978-79, 250,000 copies of Women's Bureau publications were sent out in response to requests from across the province.

Staff updated *Basic Facts*, one in a series of *Women in the Labour Force* factsheets, and revised the *Women's Bureau* brochure and *What Else Can a Woman Be* kit. Two new publications were developed, *Women and the Law* and *Your Rights as a Worker*. Both will be included in a new Women's Bureau *Legal Kit*, along with other relevant information.

The Women's Bureau *Newsletter* is mailed to over 6,500 individuals and organizations. In 1978-79, it focused on issues such as women and apprenticeship, sexual harassment and unemployment.

The bureau's audio-visual materials are available on loan to groups across Ontario. The collection includes 19 films and filmstrips on such topics as history of Canadian women, sex-role stereotyping, career choices, affirmative action, labour unions and day care.

Requests for speakers from the Women's Bureau came from all regions of the province. Topics of interest to organizations such as schools, colleges, universities, women's groups and agencies were non-traditional jobs, the future of women in the work force and women and legislation. Media appearances, interviews and contacts were numerous this year; issues of concern were unemployment, the role of women in the work force, discrimination and sexual harassment.

The bureau provided legislative, historical and vocational information, as well as referrals, to

individuals and groups requesting assistance. Material was provided for a variety of projects, studies and forums on the status of women. Staff also served as consultants for conferences, seminars and other programs, acting as workshop leaders or resource persons.

The Women's Bureau Resource Centre serves as an information source for individuals researching a broad range of issues related to women in the work force. The centre is open to the public during regular office hours and contains a variety of materials, including research papers, theses, bibliographies, reports and newspaper clippings.

Affirmative Action

The Affirmative Action Consulting Service of the Women's Bureau was established in 1975. Its mandate is to encourage employers and unions to establish formal affirmative action programs for women in their organizations. Client groups consist of private sector employers, other than those federally regulated, and public sector employers, other than those under the mandate of the federal and provincial governments; these include provincially regulated private sector employers and boards of education, universities, hospitals, municipalities and library boards. Affirmative action activities in labour organizations are also a concern of the program. Following an initial presentation to senior officers, the service provides ongoing consultative assistance upon request.

To date, the consulting service has been in contact with 332 employers. Meetings have been held with 193 of these organizations which cumulatively employ approximately one million people, of whom 415,000 are women. The service maintains contact with 203 employers who are currently engaged in varying degrees of affirmative action activity. Management consulting firms engaged in human resources development programs are encouraged and assisted in promoting the concept of affirmative action with their client group. To date, 44 of these firms, which exert considerable influence in the business community, have used bureau resources.

In addition, the staff monitor and circulate literature on affirmative action and related subjects, maintains extensive resource files, assist academic researchers, and develop bibliographies, monographs and pamphlets for client use.

In December 1978, the Affirmative Action Consulting Service organized a workshop entitled *Human Resources Development and Affirmative Action* for client representatives involved with equal employment opportunities for women. As a result of these workshop contacts, an inter-client network has developed to disseminate information regarding affirmative action.

Outreach Program

The Outreach Program functions in a consultative and advisory capacity to community, government and educational programs and services that provide vocational counselling and/or information on workers' rights and responsibilities in employment. The program's target groups are low-income women, young women in educational institutions, Native and immigrant women and mature women seeking to re-enter the labour force.

Program staff develop and maintain close liaison with community based organizations throughout the province in order to identify the target groups' needs related to employment and to provide ongoing advice and program development assistance. In line with these activities, the community outreach staff has travelled throughout eastern and western Ontario, consulting with immigrant aid agencies, women's centres, secondary schools, community colleges, professional associations and non-profit career counselling organizations. In addition, two trips have been made to northern Ontario, specifically Thunder Bay, Kenora and Dryden, to establish closer ties with Native women and multicultural organizations dealing expressly with the problems women face in the work force in the north.

The Women's Bureau continued its outreach initiative through the Summer Student Employment Program. The goal of the program was to assist agencies dealing with the employment-related counselling and information needs of women. Under the Youth Secretariat Experience '78 program salaries were paid by the government, while sponsoring agencies provided a meaningful work experience for students. The Outreach Program coordinated the summer program, establishing guidelines for program proposals, contacting potential sponsoring agencies, assessing proposals, interviewing and hiring students, organizing a training seminar, monitoring projects, and preparing a final report. The summer student program augmented the bureau's existing liaison with community agencies and provided additional support to those agencies.

The bureau places particular emphasis on encouraging counselling agencies to direct women into non-traditional occupations. The Trades and Industry booklet from the bureau's updated *Career Selector* released in 1978, was valuable for this purpose.

The Women's Bureau, with the cooperation of the Women's Centre of St. Clair College, sponsored a seminar for community workers entitled *The Effective Utilization of Labour Laws for Women*. The seminar was held in Windsor, and attracted participants from Chatham, Leamington and Sarnia. Representatives from government, labour, private industry and the voluntary sector were in attendance. Staff also participated in community-sponsored workshops, seminars and conferences, providing information about labour legislation, labour force statistics, job market conditions and innovative developments in counselling.

This year program staff have given attention to the employment needs of domestic workers, an issue addressed in a Women's Bureau policy paper produced in 1976. Program activities have included consultation with community groups who are working to assist women household workers, liaison with the Canada Employment and Immigration Commission, provision of information to other Ministry of Labour departments, and provision of data to the media.

The Outreach Program's latest undertaking has been the publication of a new brochure directed towards the needs of immigrant women, called *Your Rights as a Worker in Ontario*. It has been printed in English, French, Italian, Portuguese and Chinese this year, with plans to translate it into additional languages in the future.

Rita Burak
Director

Women's Crown Employees Office (WCEO) was established in April, 1974, to implement the recommendations of the 1973 Green Paper, *Equal Opportunity for Women in Ontario: A Plan for Action*, related to improving the status of women employed in the provincial government.

The long-term objective of the Ontario Government's internal affirmative action program is to raise and diversify the occupation distribution of women crown employees. The WCEO is responsible for stimulating and facilitating government-wide policies and practices to achieve this objective and for monitoring and evaluating progress.

The WCEO's client group includes the ministries and crown agencies of the provincial government and, through them, the women who work directly in the Ontario Public Service or are employees of crown agencies, such as the Workmen's Compensation Board.

The office has a complement of seven: a director, three program development officers, a program assistant and two support staff.

Experience '78

As part of the Ontario Youth Secretariat's Experience '78 Program, the WCEO offered a summer employment program which placed 36 students in ministries and crown agencies to work on a wide range of affirmative action projects.

1978-79 Activities

Monitoring and Evaluation

The WCEO collected and prepared information from each ministry and crown agency for the *Annual Report on the Status of Women Crown Employees*. The office also analyzed each ministry and agency affirmative action plan and distributed a semi-annual data package, comparing the salaries and occupations of women in the Ontario Government, to all ministries. Research continued into the improvement of evaluation techniques for service-wide analysis.

Technical Assistance and Program Support

Resource materials on affirmative action by the WCEO provided technical advice and assistance to ministries and crown agencies as they developed and evaluated affirmative action plans. The office provided the following technical assistance packages for women's advisors: MBR Technical Assistance Package and Planning Tools, Branch Plans Technical Assistance Package, Orientation Package for New Women's Advisors. The WCEO also conducted two workshops for women's advisors on the preparation of affirmative action plans using the management by results (MBR process). The office also provided ongoing support to, and participated in, Affirmative Action Council Task Forces.

Information and Education

A resource centre of comparative information on affirmative action is maintained by the WCEO and is available to Ontario Government employees working on affirmative action projects.

WCEO staff participated in a variety of internal speaking engagements in order to increase understanding of the goals of the Affirmative Action Program. These included regular presentations to the Civil Service Commission's "Program Executive" Management Course, and its staffing training sessions for personnel administrators and program managers. The staff also spoke at ministry management committee meetings and ministry affirmative action representatives' meetings. The office published a quarterly report in the government employees' weekly newspaper *Topical* entitled "Affirmative Action Update," and produced two new publications: *Maternity Leave in the Ontario Public Service* and a series of career profiles entitled *Careers in the OPS*.

In conjunction with the Ontario Public Service Employees Union, the WCEO coordinated a one-day seminar on affirmative action for women's advisors and staff of OPSEU.

Beth Kendall **Women's Advisor**

1978-79 Activities

In 1975, the Ministry of Labour appointed a part-time women's advisor. On July 1, 1976, the ministry converted the women's advisor position to fulltime, a substantial further commitment to making equal employment opportunity a reality within the Ministry of Labour.

The women's advisor reports to the deputy minister and liaises closely with the Personnel Branch, the Women Crown Employees' Office and Women's Bureau.

The women's advisor provides a resource to branch directors in implementing affirmative action. She chairs a committee of branch representatives who act as a communications network to relay affirmative action information to ministry employees.

The women's advisor receives professional and clerical support from part-time secretarial and consultant services as required.

The women's advisor monitored selected competitions, conducted career counselling and assisted branch directors in developing branch affirmative action plans. She attended branch directors' meetings and reported regularly to the deputy minister on the status of female employees in the ministry.

In depth, three-day workshops were conducted on "How To Be Interviewed Successfully." Lunch hour workshops were held, mostly on topics related to career development. A newsletter was issued on the subject of non-traditional work for women. Work sites were visited to obtain first hand information on non-traditional occupations. A study was done of women's career needs and an inventory prepared of all female employees.

Paul Hess, QC
Director

Legal Services Branch:

- drafts legislation as requested and gives advice thereon and presents it to Legislative Counsel;
- gives legal advice to the Ministry of Labour on problems pertaining to the interpretation and application of Acts and regulations;
- consults with the branches of the ministry on investigations into alleged breaches of the Acts and regulations and considers the sufficiency of the evidence and conducts prosecutions;
- acts as counsel to the ministry in inquiries and hearings held by or for the ministry under the Acts and, upon judicial review of any decision, acts as counsel in the courts;
- answers inquiries from the public as to the application and scope of Acts and regulations;
- attends inquests into fatalities occurring at workplaces, where required;
- generally, provides legal services as requested or required.

Legal Services has a complement of four law officers, seconded from the Minister of the Attorney General, and support staff consisting of one investigator and four secretaries. All personnel are located in Toronto.

The conduct of prosecutions and appearances at inquiries or hearings is carried on throughout the province by the law officers, who are required to be members of the Law Society of Upper Canada. Assistance is given by local crown attorneys in Hamilton, Kitchener, London, North Bay, Peterborough, Sudbury, Thunder Bay and Windsor, in the prosecution of violations of the Construction Safety Act and regulations.

1978-79 Activities

During the fiscal year, members of Legal Services were engaged in the following number of prosecutions. In many cases, several charges were laid.

The Industrial Safety Act	25
The Construction Safety Act	210
The Employment Standards Act	65
The Mining Act (Part IX)	3
Total	303

Local crown attorneys represented the ministry in 170 charges under the Construction Safety Act.

Members of Legal Services appeared as counsel for the ministry in approximately 147 applications for review of orders to pay made under the Employment Standards Act or hearings with respect to the applications of the Act.

D.D. Carter*
Chairman
S.D. Saxe**
Director

The Ontario Labour Relations Board is an administrative tribunal responsible for the administration of the Labour Relations Act. Under this Act, the board:

- certifies trade unions as collective bargaining agents for employees;
- investigates and hears complaints of contraventions of the Act and grants remedial orders where the Act has been contravened;
- issues directions and declarations where unlawful strikes and lockouts have occurred;
- settles jurisdictional disputes arising out of the assignment of work;
- accredits employers' organizations and employer bargaining agencies in the construction industry;
- certifies employee bargaining agencies in the construction industry;
- arbitrates disputes relating to the interpretation of construction industry collective agreements;
- terminates bargaining rights, and
- grants leave to prosecute.

Composition

The board is composed of a chairman, 11 vice-chairmen (one, the alternate chairman), 10 employer representatives and 10 employee representatives, all appointed by the Lieutenant Governor in Council. Under the Act, the board may sit in two or more divisions, provided a quorum is present in each division. One division has been designated as the construction industry division, handling most certification and termination applications in the construction industry and most disputes relating to work jurisdiction. The powers of the board in respect of certain matters may also be exercised by the chairman, the alternate chairman or a vice-chairman sitting alone.

It is common for five and, with increasing frequency, six divisions to be sitting simultaneously, sometimes in different parts of the province. While most cases are heard in Toronto, complaints involving discrimination in employment or cases involving a substantial number of witnesses are generally heard at or near the municipality in which the employer is located.

Administration

The director supervises the administrative operations of the board, assuming responsibility for the day-to-day performance of the board's 63 support staff.

Included in these responsibilities is the efficient employment and supervision of the board's field staff.

A registrar is responsible for the scheduling of cases and a solicitor heads the legal research staff.

Other Board Responsibilities

In addition to its jurisdiction under the Labour Relations Act, the board performs adjudicative responsibilities conferred upon it by other provincial statutes. The board has a jurisdiction under the Hospital Labour Disputes Arbitration Act to issue directions and declarations in the case of unlawful strikes and lockouts, to issue other remedial orders and to grant leave to prosecute. Under the Colleges Collective Bargaining Act, the board exercises a wide supervisory and remedial jurisdiction and, under the School Boards and Teachers Collective Negotiations, has a jurisdiction, conferred by the Occupational Health and Safety Act, 1978, to attempt to settle and, failing settlement, to adjudicate complaints that employees have been disciplined, penalized or coerced because they have acted in compliance with the Act. The board now has a jurisdiction under the Successor Rights (Crown Transfers) Act, 1977, to deal with problems arising out of the transfer of undertakings from the Crown to other employers.

Vice-chairmen of the board are also made available to perform public adjudicative assignments where the need arises. The board's vice-chairmen have acted as referees under the Employment Standards Act, as arbitrators under the Hospital Labour Disputes Arbitration Act, as arbitrators and mediators under the Police Act and as fact-finders and arbitrators under the School Boards and Teachers Collective Negotiations Act.

1978-79 New Initiatives

No changes were made to the Labour Relations Act in 1978-79. During this period the board commenced an expansion of its accommodative role. For the first time a pre-hearing meeting between the parties to a jurisdictional dispute was held by the board and chaired by a vice-chairman. Under the guidance of the vice-chairman, the parties proceeded to determine what matters of fact could be agreed upon without the need for lengthy testimony at a hearing.

Also, for the first time, labour relations officers were used to make contact with the parties in illegal strike situations to try and effect an expeditious settlement of the problem. In such cases, the officers explored the possibility of the parties seeking a solution to any underlying labour relations problems as well as the immediate dispute. The role of the officers at certification hearings was also expanded, allowing them to pursue with the parties the settlement of any matters in dispute. This procedure promoted solutions acceptable to both parties, thereby speeding the certification process, preventing lengthy examiner hearings, and saving board time.

*Donald Carter resigned from the office of chairman June 30, 1979. Robert D. Johnston served as chairman July 1, 1979 to August 31, 1979. George W. Adams was appointed chairman effective September 1, 1979.

**Stewart Saxe resigned as director effective June 30, 1979. At that time the office was absorbed into newly created positions of registrar and chief administrative officer and executive assistant to the chairman.

1978-79 Activities

Field Staff

The board has a field staff of 18 labour relations and returning officers. The primary function of the field staff is to promote and encourage settlement, without a formal hearing, of matters brought before the board. This approach has been used increasingly during the last four years as the number of cases requiring this form of intervention has increased markedly. During 1974-75, there was a total of 194 cases requiring the intervention of an officer to encourage settlement. By 1978-79 that number had reached 542 as a result of

the extension of the board's remedial jurisdiction to deal with all complaints alleging a contravention of the Act and the provision of a jurisdiction to arbitrate disputes arising out of the interpretation of construction industry collective agreements. Approximately 80 per cent of these matters do not proceed to a formal hearing because of the settlement efforts of the field staff.

Members of the field staff are also appointed as examiners to conduct formal hearings to gather evidence for the board regarding bargaining unit disputes. In addition, they conduct representation

Table 1

Summary of Applications and Complaints Dealt with by the Ontario Labour Relations Board Fiscal Year 1978-79

Type of Case	Caseload			Disposed of, Fiscal Year 1978-79				Sine Die	Pending March 31, 1979
	Total	Pending April 1, 1978	Received 1978-79	Total	Granted	Dismissed	Withdrawn		
Certification of bargaining agents	1,180	161	1,019	1,022	718	193	111	1	157
Declaration of termination of bargaining rights	132	17	115	110	47	52	11	1	21
Declaration of successor trade union or employer	88	14	74	61	35	13	13	5	22
Declaration of common employer status	33	11	22	26	5	10	11	2	5
Accreditation of employer organization	5	5	—	1	—	1	—	—	4
Declaration of unlawful strike or lockout	12	3	9	12	1	4	7	—	—
Direction respecting unlawful strike or lockout	89	5	84	62	15	8	39	20	7
Consent to prosecute	77	20	57	52	2	16	34	7	18
Complaint of contravention of the Act	542	88	454	402	39	89	274	43	98
Right of access	—	—	—	—	—	—	—	—	—
Exemption from union security provision in collective agreement	8	6	2	7	4	3	—	—	1
Early termination of collective agreement	13	1	12	13	13	—	—	—	—
Trade union financial statement	13	7	6	11	—	10	1	—	2
Complaint of jurisdictional dispute	16	7	9	11	2	6	3	1	4
Question of employee status	49	14	35	32	9	10	13	2	15
Reference of question of appointment of conciliation officer or arbitrator	48	10	38	40	9	30	1	1	7
Reference of grievance in construction industry	287	49	238	203	36	36	131	47	37
Question of type of work in construction industry	1	—	1	—	—	—	—	—	1
Complaint under Employees' Health and Safety Act	9	5	4	6	4	—	2	2	1
Total	2,602	423	2,179	2,071	939	481	651	132	400

votes and are available to conduct union elections as well as strike and ratification votes, when requested to do so.

Meetings scheduled by officers to discuss settlement of complaints alleging contravention of the Act, inquiries by examiners as directed by the board and representation votes conducted by returning officers are normally held at or near the premises of the employer.

Board Reports

The board publishes a monthly report in two sections which is available free to the public. The first section contains the full text of significant board decisions along with an index of summaries on the subject matter of these decisions. The second section lists the cases disposed of by the board, describes the bargaining units found in certification cases, and provides quarterly statistics of the board's operations. The reports can form an annual law report for those who argue cases before the board.

Caseload

During the fiscal year, the board received a total of 2,179 cases, and disposed of 2,071. At the end of the year, 400 cases were pending at various stages of processing. Proceedings in the remaining 132 cases were adjourned *sine die* (without a fixed date for further action), at the request of the parties. The board held a total of 1,860 hearings in all cases, of which 39 were conducted by vice-chairmen sitting alone.

Following are discussions of the types of cases the board dealt with during the year, accompanied by statistical tables. Table 1 shows the number of cases received, disposed of, adjourned *sine die* and pending, by type. Statistics comparing case filings and dispositions in the last five years are presented in Table 2; statistics on the results of elections conducted in representation cases disposed, and on the size of bargaining units and processing time taken in certified cases are given in Tables 3, 4, and 5.

Table 2

Applications and Complaints Received and Disposed of by Ontario Labour Relations Board Fiscal Year 1974-75 to 1978-79

Type of Cases	Number Received, Fiscal Year						Number Disposed of, Fiscal Year					
	Total	1974-75	1975-76	1976-77	1977-78	1978-79	Total	1974-75	1975-76	1976-77	1977-78	1978-79
Certification of bargaining agents	5,612	1,323	1,123	1,200	947	1,019	5,400	1,320	1,154	1,014	890	1,022
Declaration of termination of bargaining rights	407	58	64	92	78	115	391	59	70	72	80	110
Declaration of successor trade union or employer	299	62	32	80	51	74	270	64	34	56	55	61
Accreditation of employer organization	26	9	5	9	3	—	27	13	9	2	2	1
Declaration of common employer status	58	—	7	12	17	22	41	-	2	7	6	26
Declaration of unlawful strike or lockout	184	72	48	40	15	9	134	65	37	8	12	12
Direction respecting unlawful strike or lockout	357	30	56	114	73	84	237	20	42	61	52	62
Consent to prosecute	574	161	128	161	67	57	380	129	91	63	45	52
Complaints alleging contravention of the Act	1,911	194	304	553	406	454	1,617	207	264	402	342	402
Reference of grievance in construction industry	850	—	75	273	264	238	657	—	46	210	198	203
Miscellaneous	742	245	110	166	114	107	619	258	87	79	75	120
Total	11,020	2,154	1,952	2,700	2,035	2,179	9,773	2,135	1,836	1,974	1,757	2,071

Certification of Bargaining Agents

During the year, the board received 1,019 applications for certification of trade unions as collective bargaining agents of employees. An additional 161 were carried over from the previous year, making a total certification caseload of 1,180. Of these, 1,022 were disposed of and the remaining 158 were either adjourned *sine die* or were pending at March 31, 1979. Of the 1,022 that were disposed of, certification was granted in 718 (70 per cent), 193 were dismissed and 111 were withdrawn.

Of the 911 cases that were certified or dismissed, final decisions in 172 were based on the results of representation elections. Of the 167 elections conducted, unions won 95 and lost 72 (Table 3). A total of 9,241 employees were eligible to vote in these elections, of whom 7,485 (81 per cent) participated. In the 95 elections that were won and resulted in certifications, 2,899 (77 per cent) of the 3,760 employees who cast ballots voted in favour of union representation. In the 72 elections that were lost and resulted in dismissals, 991 (27 per cent) of the 3,725 employees who participated voted in favour of unions.

Small bargaining units continued to predominate in certified cases (Table 4). The average size of the units granted in the 718 cases certified during 1978-79 was 25 employees, compared with 33 in 1977-78. About 83.5 per cent of these cases involved units of fewer than 40 employees and 47 per cent applied to units of fewer than 10 employees. The total number of employees affected by the 718 certified applications

was 18,116, compared with 20,680 covered by the 629 certifications in 1977-78.

Table 5 shows the time taken by the board to process the 718 certified applications. About 86 per cent of these cases took 84 days (three months) or less to process from filing to disposition; 80 per cent took 56 days (two months) or less; 65 per cent took 28 days (one month) or less and 48 per cent required 21 days (three weeks) or less. Forty-one (six per cent) took longer than 168 days (six months).

Termination of Bargaining Rights

The board received 115 applications seeking termination of bargaining rights of trade unions during the year, and 17 were carried over from last year. Of the 132, termination was granted in 47 cases; 52 were dismissed and 11 were withdrawn. The remaining 21 were pending at the close of the year and one was *sine die*.

Declaration of Successor Trade Union or Successor Employer

During the year, the board dealt with 15 applications for declaration concerning the status of successor trade unions. Affirmative declarations were issued in 13 cases; and two were pending at the end of the year.

Seventy-three applications for declaration concerning the status of successor employers were also processed during the year. Affirmative declarations were issued in 22 cases; 13 cases were dismissed; 13 were withdrawn and 25 were either adjourned *sine die* or were pending at the close of the year.

Table 3

Results of Final Representation Elections in Applications Disposed of by Ontario Labour Relations Board, Fiscal Year 1978-79

Type of Election	Number of Elections			Eligible Voters			Votes Cast			Votes Cast in Favour of Unions		
	Total	Won	Lost	In Elections			In Elections			In Elections		
				Total	Won	Lost	Total	Won	Lost	Total	Won	Lost
Certification elections	167	95	72	9,241	5,050	4,191	7,485	3,760	3,725	3,890	2,899	991
Pre-hearing cases	88	54	34	6,242	3,415	2,827	4,828	2,370	2,458	2,539	1,911	628
One union	21	11	10	1,200	635	565	933	419	514	447	287	160
Two unions	65	41	24	4,978	2,716	2,262	3,848	1,904	1,944	2,063	1,595	468
Two unions, with "no union" choice	2	2	—	64	64	—	47	47	—	29	29	—
Construction cases	12	8	4	90	72	18	88	72	16	55	53	2
One union	6	2	4	30	12	18	28	12	16	13	11	2
Two unions	6	6	—	60	60	—	60	60	—	42	42	—
Regular cases	67	33	34	2,909	1,563	1,346	2,569	1,318	1,251	1,296	935	361
One union	61	28	33	2,700	1,394	1,306	2,381	1,165	1,216	1,166	813	353
Two unions	6	5	1	209	169	40	188	153	35	130	122	8
Successor trade union or employer elections	1	1	—	21	21	—	20	20	—	19	19	—
Termination of bargaining rights elections	35	4	31	1,319	154	1,165	1,167	147	1,020	965	82	883
Total	203	100	103	10,581	5,225	5,356	8,672	3,927	4,745	4,874	3,000	1,874

Declaration of Single Employer Status

Thirty-three applications were processed under section 1(4) of the Act, seeking declarations that two or more employers constituted a single company. Five were granted, 10 were dismissed, and 11 were withdrawn. Of the remaining cases, two were adjourned *sine die* and five were pending at the end of the year.

Accreditation of Employer Organizations

No applications were received during the year for accreditation of employer organizations in the construction industry, but five were carried over from the previous year. Of the five, one was dismissed and four were pending at the close of the year.

Declaration of Unlawful Strike or Lockout

During the year the board received 10 applications seeking declarations that employees had allegedly engaged in unlawful strikes. One was granted, four were dismissed, five were withdrawn.

The board also dealt with two applications requesting declarations against alleged unlawful lockouts. Both were withdrawn.

Direction Respecting Unlawful Strike or Lockout

Forty applications seeking directions against alleged unlawful strikes occurring outside the construction industry, were dealt with during the year. Eight were granted, two were dismissed, 19 were withdrawn, and the remaining 11 were either adjourned *sine die* or were pending at year end.

Five cases sought directions against alleged unlawful lockouts. One was dismissed, three withdrawn, and one was pending at the end of the year.

The boards also dealt with 32 applications under section 123, including one carried over from last year, seeking directions against alleged unlawful strikes in the construction industry. Six directions were issued, three cases were dismissed, 12 were withdrawn, 10 were adjourned *sine die*, and one was pending at the close of the year.

Consent to Prosecute

Fifty-seven applications were received for consent to prosecute for alleged violations of the Act and 20 were carried over from last year. Of the 52 cases disposed of, 2 were granted, 16 were dismissed and 34 were withdrawn. Seven cases were adjourned *sine die* and 18 were pending at year end.

Complaints of Contravention of the Act

During the year, 542 complaints alleging contravention of the Act were processed by the board. Of the 402 cases disposed of, 224 were settled in discussions with board labour relations officers and 178 went to the board for decisions. Of these 178, the board granted relief in 39 cases; 89 were dismissed and 50 were withdrawn. Of the remaining cases, 43 were adjourned *sine die*, and 98 were pending at year end.

Jurisdictional Disputes

Sixteen complaints of jurisdictional disputes were dealt with by the board during the fiscal year. Eleven were disposed of, one was adjourned *sine die*, and four were pending at the end of the year.

Construction Industry Grievances

During the year, 238 grievances in the construction industry were referred to the board under section 112a of the Act, and 49 were carried over from last year. Of the 287 total, 203 were disposed of, and the remaining 84 were either adjourned *sine die* or were pending at the end of the year. Of the 203 that were disposed of, 146 were settled in discussions with board labour relations officers, and 57 were referred to the board for decisions. Of these 57, the board granted relief in 16 cases; 35 were dismissed and six were withdrawn.

Trusteeship Reports

Twelve statements were filed with the board during the year by parent unions reporting that local unions had been placed under trusteeship.

Table 4

Size of Bargaining Units in Certification Applications Granted by Ontario Labour Relations Board Fiscal Year 1978-79

Size of Bargaining Unit	Number of Cases Certified			Number of Employees Involved		
	Total	Construction	Non-construction	Total	Construction	Non-construction
1-9 employees	340	200	140	1,505	794	711
10-19 employees	136	20	116	1,912	251	1,661
20-39 employees	124	5	119	3,467	146	3,321
40-99 employees	90	—	90	5,593	—	5,593
100-199 employees	20	—	20	2,845	—	2,845
200-499 employees	6	—	6	1,398	—	1,398
500 or more employees	2	—	2	1,396	—	1,396
Total	718	225	493	18,116	1,191	16,925

Miscellaneous Applications and Complaints

One application was received during the year under Section 135 for a determination by board as to whether or not work performed by employees was within the industrial, institutional sector of the construction industry. It was pending at the end of the fiscal year.

Eight applications were dealt with during the year under section 39 of the Act, in which employees sought exemption from the union security provisions of collective agreements because of their religious beliefs. Four of these cases were granted, three were withdrawn, and one was pending at year end.

Thirteen applications were processed under section 44(3) of the Act, seeking early termination of collective agreements. Consent to early termination was granted in all 13 cases.

Thirteen cases were filed under section 76 of the Act, alleging failure by a trade union to provide a member with a copy of its financial statement. Ten were dismissed and one was withdrawn. Two cases were pending at year end.

Thirty-five applications were received under section 95(2) of the Act, seeking decisions on whether persons were employees under the Act, and 14 were carried over from the previous year. Of the 49 total, decisions were issued clarifying employees' status in 9 cases, 10 cases were dismissed, 13 were withdrawn, and 15 were pending and two were adjourned *sine die* at the end of the year.

Thirty-eight cases were referred to the board by the Minister of Labour under section 96 of the Act for opinions on questions arising from conciliation applications or requests for the appointment of arbitrators, and 10 were carried from the previous year. Of the 48 total, 40 were disposed of, one was adjourned *sine die*, and seven were pending at year end.

Nine complaints were received under section 9(2) of the Employees' Health and Safety Act. Four were granted, two were withdrawn, two were adjourned *sine die* and one was pending at March 31, 1979.

Table 5

Time Taken to Process Certification Applications Granted Fiscal Year 1978-79

Time Taken in Calendar Days	Total Certified			Non-construction			Construction		
	Number	Per cent	Cumulative Per cent	Number	Per cent	Cumulative Per cent	Number	Per cent	Cumulative Per cent
Under 8 days	—	—	—	—	—	—	—	—	—
8-14 days	82	11.4	11.4	15	3.0	3.0	67	30.0	30.0
15-21 days	261	36.4	47.8	184	37.2	40.2	77	34.8	64.8
22-28 days	123	17.1	64.9	100	20.2	60.4	23	10.3	75.1
29-35 days	47	6.5	71.4	31	6.3	66.7	16	7.1	82.2
36-42 days	19	2.6	74.0	16	3.2	69.9	3	1.3	83.5
43-49 days	22	3.1	77.1	19	3.8	73.7	3	1.3	84.8
50-56 days	18	2.5	79.6	16	3.2	76.9	2	0.9	85.7
57-63 days	13	1.8	81.4	9	1.8	78.7	4	1.9	87.6
64-70 days	13	1.8	83.2	10	2.0	80.7	3	1.3	88.9
71-77 days	7	1.0	84.2	6	1.2	81.9	1	0.3	89.2
78-84 days	12	1.7	85.9	8	1.7	83.6	4	1.9	91.1
85-91 days	9	1.3	87.2	8	1.7	85.3	1	0.3	91.4
92-98 days	9	1.3	88.5	8	1.7	87.0	1	0.3	91.7
99-105 days	4	0.6	89.1	2	0.4	87.4	2	0.9	92.6
106-126 days	15	2.1	91.2	12	2.4	89.8	3	1.3	93.9
127-147 days	13	1.8	93.0	8	1.7	91.5	5	2.2	96.1
148-168 days	10	1.4	94.4	7	1.4	92.9	3	1.3	97.4
169 days and over	41	5.7	100.1	35	7.1	100.0	6	2.7	100.1
Total	718	100.00	—	494	100.0	—	224	100.0	—

Ontario Human Rights Commission

Dorothy Crittenden
Chairman
George A. Brown
Executive Director

The Ontario Human Rights Commission, established in 1962, administers the Ontario Human Rights Code which prohibits discrimination in the display of signs and notices, public accommodation, services and facilities, housing, employment, reprisal actions and related advertising, because of race, creed, colour, nationality, ancestry, place of origin, age (40-65), sex and marital status.

The commission is composed of a chairman, vice-chairman and six members who are appointed by the Lieutenant Governor in Council. They meet regularly to recommend appointments or non-appointments of boards of inquiry, review settlement proposals, review requests for exemptions and special employment programs under the code, and formulate policy. The office of the chairman consists of two professional and two secretarial staff.

A sub-committee of the commission, chaired by Rabbi W. Gunther Plaut, was established late last year, entitled the Community Race and Ethnic Relations and Public Education Committee. The members have performed human rights and public education activities among business and industry, unions, governments, educational institutions, law enforcement and criminal justice agencies, and social and health institutions.

Under section 9 of the code, the commission conducts the following programs:

Conciliation and Compliance

through the investigation and resolution of complaints filed under the provisions of the Code.

Community, Race and Ethnic Relations

through the mediation of complaints which fall beyond the strict provisions of the code, which involve tensions and conflicts among racial, ethnic and religious groups.

Public Education and Research

activities are designed to reduce and eliminate prejudice and negative stereotypes against racial, ethnic, religious, age and sex groups.

During the year, the Conciliation and Compliance Unit registered 799 formal complaints and resolved 659 of them; 181 informal complaints were handled, and 18,306 referrals and inquiries were dealt with.

The Community, Race and Ethnic Relations Unit carried out 809 mediations and consultations during the year.

Some 416 education activities and 382 public relations and informational activities were performed under the Public Education Program.

The commission has 12 district offices located in Hamilton, Kenora, Kitchener, Kingston, London, Ottawa, Sault Ste. Marie, Sudbury, Thunder Bay, Windsor, Timmins and Toronto.

The commission staff consists of 41 professional and 15 secretarial staff.

Details of the activities of the office of the chairman and the staff will be found in the commission's annual report.

Advisory Council on Occupational Health and Occupational Safety

Dr. J.F. Mustard
Chairman

The Advisory Council on Occupational Health and Occupational Safety consists of 19 members – a chairman, six members representing management, six representing labour and and six representing the public.

The functions and powers of the advisory council are:

- to make recommendations to the Minister of Labour relating to programs of the ministry in occupational health and occupational safety and
- to advise the minister on matters relating to occupational health and occupational safety which may be brought to its attention or be referred to it.

During the year the advisory council submitted five advisory memoranda to the Minister with a total of 27 separate recommendations. These advisory memoranda included:

- Recommendations on federal-provincial coordination of roles on matters of health and safety at work with specific reference to the nuclear fuel cycle.
- Policy and process in establishing standards, guidelines and codes of practice in occupational health and safety.
- Interim recommendations on manpower planning and funding guidelines for education and training programs in the occupational health and safety field.
- Policy and principles for the recognition of potential new chemical hazards.
- Policy and principles for monitoring and maintaining standards at the workplace.

Details of the advisory memoranda and recommendations along with the Minister's replies will be found in the advisory council's annual report.

The council secretariat consists of an executive secretary, an executive assistant to the chairman, an executive officer and two secretarial staff.

Policy Statements Agencies, Boards and Commissions

The Advisory Council on Occupational Health and Occupational Safety

The Advisory Council on Occupational Health and Occupational Safety was formed in October 1977, replacing the Labour Safety Council and the Advisory Council on Occupational and Environmental Health. It has 20 members, representing management, labour and the public at large.

The council's primary objective is to advise the Minister of Labour on all matters relative to occupational health and safety in Ontario. To fulfil this mandate the council:

- ensures as far as possible that the policies and programs in occupational health and safety effectively minimize the risks to health and safety in all workplaces in Ontario
- ensures as far as possible that knowledge about occupational health and safety is available to management, labour and the public and is understood by them
- assists in promoting and establishing mechanisms involving management and labour to solve problems in occupational health and safety
- ensures as far as possible that there is appropriate manpower training and development for the occupational health and safety field.

In consultation with the minister, the council has set out its terms of reference to achieve the objectives. To achieve these terms of reference the council:

- makes recommendations on matters referred to it by the minister, submitted to it by interested parties or pursued by council on its own initiative
- advises the minister on programs in the field of occupational health and safety
- advises the minister on policies, principles and procedures used in standard setting and in the development of guidelines to be used by the government
- reviews and makes recommendations to the minister on the introduction of new substances such as chemicals into the workplace
- reviews and makes recommendations on the detection measurement and control of occupational health and safety hazards in the workplace
- reviews and makes recommendations about the arrangements for occupational health and safety for groups and areas where there are no formal health and safety programs or the programs are judged to be inadequate
- advises the minister on priorities for research and development in occupational health and safety
- advises the minister on priorities for manpower training and development in the field of occupational health and safety
- prepares an annual report to the minister, which includes the advisory memoranda, recommendations of the council and government response

The Minister of Labour tabled the council's first annual report in the Legislature in June 1979. This report documents the work of council in the 1978-79 fiscal year, during which it submitted five advisory memoranda. The report contains these memoranda and the minister's replies.

Copies of the annual report are available through the advisory council, or the Government of Ontario Book Store.

Construction Industry Review Board

The panel was established by the Minister of Labour to examine labour-management relations in the construction industry, and to recommend to the minister, and the parties, measures which will contribute in the long term to the improvement of these relations, including means of achieving:

- greater stability of employment
- optimum levels of activity
- appropriate sharing of the rewards of production
- uninterrupted service to clients and the public.

Employment Standards — Referee

The Employment Standards Act provides for a review of an order made by an employment standards officer against an employer. The review is heard by a referee selected by the Director, Employment Standards Branch, from a panel of referees.

A referee may also be appointed by the director to hold a hearing into situations where an employer has failed to pay wages owing to an employee, or where the director is of the opinion that an act, agreement or arrangement has been made to defeat the purpose of the Employment Standards Act.

Advisory Committee Industrial Standards Act

Advisory Committees are appointed under the Act to hear complaints of employers and employees and generally to assist in carrying out the purpose of legislation.

There are two types of committee. The first type, of which there are four in Ontario, holds the authority to assess employers and employees in industries defined or recognized as being interprovincially competitive. The fur industry, ladies' dress and sportswear, ladies' cloak and suit, and men's and boys' clothing industries use the Act to administer schedules that cover their industries province wide.

Committees that have no assessment authority are largely dependent on the Ministry of Labour for any effective action or enforcement of a schedule. Such committees are considered advisory to the ministry as opposed to the self-funding committees which act as an administrative agency for the industries they represent.

Sixteen committees exist in this second category, assisting in the administration and enforcement of schedules that apply to eight trades in the construction industry, including bricklaying and stonemasonry, carpentry, electrical, lathing, painting, plastering, plumbing and heating and sheet-metal work construction.

Agricultural Industry Advisory Committee

This committee advises the Minister of Labour on matters relating to the application of employment standards legislation to agricultural workers and the development and modification of employment standards appropriate to the agricultural industry and its different sectors.

Joint Consultative Committee

The Joint Consultative Committee, established by the Workmen's Compensation Board under the provisions of the Workmen's Compensation Act, Ontario, is responsible to the board for consultation, advice and recommendations on major workmen's compensation issues. The committee considers matters referred to it by the board, through the board by the Minister of Labour or other interested parties or groups or initiated by its own members.

It provides comments and/or recommendations to the board on changes in the Workmen's Compensation Act, and reviews proposed amendments before formal recommendations are made to the Minister of Labour.

The committee reviews major changes in policy or practice, as well as recommendations or reports of consultants submitted to the board, before final decisions are made.

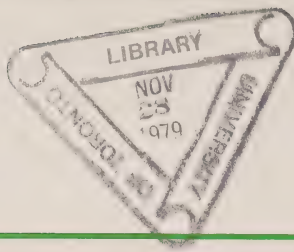
The committee also undertakes research on workmen's compensation matters and recommends other studies to the board.

Ontario Human Rights Commission

The aim of the Ontario Human Rights Commission is to create, at the community level, a climate of understanding and mutual respect in which all Ontarians, of whatever cultural background, will be made to feel that they are equal in dignity and rights, that each is a part of the whole Canadian community.

Board of Inquiry (*Ad Hoc Board*)

In the event that a complaint cannot be resolved through conciliatory efforts to the satisfaction of one or both parties, the commission will recommend to the Minister of Labour the appointment of a Board of Inquiry. This is a quasi-judicial hearing empowered by the Ontario Human Rights Code to render a decision in respect to a complaint.



Ontario Labour Relations Board

The Ontario Labour Relations Board is an administrative tribunal responsible for the administration of the Labour Relations Act. Under this Act, the board:

- certifies trade unions as collective bargaining agents for employees
- investigates and hears complaints of contraventions of the Act and grants remedial orders where the Act has been contravened
- issues directions and declarations where unlawful strikes and lockouts have occurred
- settles jurisdictional disputes arising out of the assignment of work
- accredits employers' organizations and employer bargaining agencies in the construction industry
- arbitrates disputes relating to the interpretation of construction industry collective agreements
- terminates bargaining rights
- grants leave to prosecute

In addition to its jurisdiction under the Labour Relations Act, the board performs adjudicative tasks conferred upon it by other provincial statutes. The board has a jurisdiction under the Hospital Labour Disputes Arbitration Act to issue directions and declaration in case of unlawful strikes and lockouts, to issue other remedial orders and to grant leave to prosecute. Under the Colleges Collective Bargaining Act, the board exercises a wide supervisory and remedial jurisdiction and, under the School Boards and Teachers Collective Negotiations Act, a more limited remedial jurisdiction.

The board has a jurisdiction, conferred by the Employees' Health and Safety Act, 1976, to attempt to settle, and, failing settlement, to adjudicate complaints that employees have been disciplined, penalized or coerced because they have acted in compliance with the Act. The board has a jurisdiction under the Successor Rights (Crown Transfers) Act, 1977, to deal with problems arising out of the transfer of undertakings from the Crown to other employers.

Ontario Labour-Management Arbitration Commission

The Ontario Labour-Management Arbitration Commission recruits, trains and maintains a panel of approved arbitrators and arbitration board chairpersons. If required, the commission will assist arbitrators by providing administrative services and arranging meeting dates and facilities.

The commission administers the Ontario Labour-Management Arbitration Commission Act and the Hospital Labour Disputes Arbitration Act as amended by the Hospital Labour Disputes Arbitration Amendment Act, 1972.

Board of Arbitration, Hospitals (*Ad Hoc Board*)

The use of a Board of Arbitration at the post-conciliation stage is a mandatory requirement of the Hospital Labour Disputes Arbitration Act, as the parties to a collective agreement involving hospital employees are not permitted to engage in strikes and lockouts.

The Board of Arbitration examines or and decides on matters that are in dispute, and any other matters that appear necessary to be decided, in order to conclude a collective agreement between the parties.

Board of Conciliation (*Ad Hoc Board*)

The use of a Board of Conciliation at the post-conciliation stage is an alternative under the Labour Relations Act to the immediate establishment of a strike/lockout deadline. The minister has the option of appointing a Board of Conciliation, or issuing a "No Board" report.

Industrial Inquiry Commission (*Ad Hoc Commission*)

The Ministry of Labour is empowered by the Labour Relations Act to establish an Industrial Inquiry Commission to inquire into, and to report to the minister on, any industrial matter of dispute where it is considered necessary.

Advisory Council on Equal Opportunity for Women

The council's role is to increase the visibility and effectiveness of the Women's Bureau Affirmative Action Consulting Service and encourage union-management cooperation on work-related issues affecting women; share information on the subject among both private and public sector employers and union; encourage the educational process involved in achieving equal opportunity for women and to monitor progress in this area.

The council advises the Minister of Labour and the Women's Bureau on the needs of the Women's Bureau Affirmative Action Consulting Service client and prospective client groups, provides policy recommendations of affirmative action for women, and aids in the redevelopment of affirmative action programs within individual client organizations.

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